



SANTA ANA
COLLEGE

ENROLLED AGENT

CERTIFICATE OF PROFICIENCY (UNTRANSCRIPTED)

Description

The certificate curriculum in accounting prepares students for entry-level positions and promotional opportunities in accounting, taxation and administrative departments of businesses in public and private sector areas such as manufacturing, merchandising, financial service, wholesale trades, and government. Specialized training in accounting and finance principles and practices enables students to maintain accounting records and develop financial reports and make effective use of financial information for analysis and decision-making. Entry-level employment opportunities include positions in accounts receivable/payable, payroll, income tax preparation, cost accounting, and a number of trainee positions. Promotional opportunities include higher-level responsibilities in these areas and the areas of general ledger, financial statement preparation and financial statement analysis.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Students will prepare basic tax returns for taxable and flow- through entities using commercially available tax software.
2. Students will develop a fundamental understanding of the components of taxable income determination across taxable entities, so that the student builds a foundation for effectively learning future tax laws.
3. Students will understand the basic rights and responsibilities of taxable entities in the U.S.

Degree Requirements:

Core Courses for the certificate:		Units: (16 Required)
ACCT101	Financial Accounting	4
ACCT104	Federal and California Taxes	4
ACCT108	Tax Practices and Procedures	3
ACCT113	Intermediate Income Taxes – Corporations	2
ACCT114	Intermediate Income Taxes - Partnerships and LLCs	2
ACCT124	Computerized Income Tax Preparation	1
		Total: 16

Approval Dates:

CIC Approval Date: 06/02/2014

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