

## ACCOUNTING & BUSINESS ADMINISTRATION DEPARTMENT

[sac.edu/accba](http://sac.edu/accba)

Email us for an appointment or stop by and speak to one of our dedicated and caring faculty

Our offices are located in A-107

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**SAC Business Counselors**

Daniel Peraza • Jennette Lona • Maria Rios

714-564-6254

- Get help planning class schedules
- Set education and career goals
- Complete graduation forms
- Learn about financial aid and support services

**SAC Internship Program – A-107-4**

[sac.edu/internships](http://sac.edu/internships) | [internships@sac.edu](mailto:internships@sac.edu)

To request this document in an alternate format, please contact  
(714) 564-5527 or [wall\\_brin@sac.edu](mailto:wall_brin@sac.edu)

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**SANTA ANA  
COLLEGE**

1530 W. 17th Street, Santa Ana, CA 92706 • [sac.edu](http://sac.edu)

## CERTIFICATES IN PROFESSIONAL ACCOUNTING

### ACCOUNTING STUDY & ETHICS

### ACCOUNTING SUBJECTS BUSINESS SUBJECTS



## Accounting & Business Administration Department

[sac.edu/accba](http://sac.edu/accba)

# Explore ALL of Your Options!

The business world today places high value on accounting and business knowledge and skill-sets. The Accounting and Business Administration Department at Santa Ana College offers many degrees and programs that include certifications, licensures, and internship opportunities that will prepare you for the demanding business environment. Find out more about these degrees and programs:

### DEGREES:

- Accounting – AS
- Business Administration – AS-T
- Business Administration – AS

### CERTIFICATES:

- Accounting and Financial Planning
- Computerized Accounting – QuickBooks
- Computerized Bookkeeping – QuickBooks
- Enrolled Agent
- General Accounting
- General Bookkeeping
- Professional Accounting  
- Accounting Study & Ethics
- Professional Accounting  
- Accounting Subjects
- Professional Accounting  
- Business Subjects
- Tax Preparer

For more details, see the college catalog at [sac.edu](http://sac.edu)  
or visit our department website at [sac.edu/accba](http://sac.edu/accba)

REV: 12.11.19

# CERTIFICATES IN PROFESSIONAL ACCOUNTING

## PROFESSIONAL ACCOUNTING - ACCOUNTING STUDY & ETHICS CERTIFICATE

### Ethics - Required Core Courses:

	Units
ACCT 212 Accountants' Ethics and Responsibilities	4
BUS 101 Business Law	3
– or –	
BUS 105 Legal Environment of Business	3
PHIL 108 Ethics	3

### Accounting Study - Accounting Subjects Electives Select At Least 6 Units:

	Units
ACCT 035 QuickBooks I	2
ACCT 036 QuickBooks II	2
ACCT 104 Federal and California Taxes	4
ACCT 108 Tax Practices and Procedures	3
ACCT 113 Intermediate Income Taxes – Corporations	2
ACCT 114 Intermediate Income Taxes - Partnerships and LLCs	2
ACCT 124 Computerized Income Tax Preparation	1
ACCT 170 Microsoft Dynamics for Financial Accounting - Core Modules	4
ACCT 204 Managerial Cost Accounting	3
ACCT 205 Intermediate Accounting I	3
ACCT 206 Intermediate Accounting II	3
ACCT 210 Accounting Information Systems	3
ACCT 211 Auditing	3

### Accounting Study - Business Subjects Electives Select No More Than 14 Units:

	Units
BA 188 Microsoft Excel	2
BA 189 Advanced Microsoft Excel	2
BUS 100 Fundamentals of Business	3
BUS 120 Principles of Management	3
BUS 121 Human Relations and Organizational Behavior	3
BUS 125 Introduction to International Business	3
BUS 130 Personal Finance	3
BUS 140 Principles of Finance	3
BUS 160 Introduction to Stock and Bond Investments	3
BUS 222 Business Writing	3
CMPR 167 Microsoft Access	3
MKTG 113 Principles of Marketing	3

Total Units 30-32



## INTERESTED IN BECOMING A CPA?

Santa Ana College may have a program to help you meet the educational requirements to sit for the CPA exam. The college offers evening, online & hybrid courses making our programs a cost-effective option available for full-time professionals.

For more information concerning these certificates, please visit:  
**[sac.edu/cpa](http://sac.edu/cpa)**

## PROFESSIONAL ACCOUNTING - ACCOUNTING SUBJECTS CERTIFICATE

### Accounting Subjects: Required Core Courses:

	Units
ACCT 101 Financial Accounting	4
ACCT 102 Managerial Accounting	4
ACCT 104 Federal and California Taxes	4
ACCT 205 Intermediate Accounting I	3
ACCT 206 Intermediate Accounting II	3
ACCT 211 Auditing	3

### Accounting Subjects: Electives Select a minimum of 3 units:

	Units
ACCT 113 Intermediate Income Taxes – Corporations	2
ACCT 114 Intermediate Income Taxes – Partnerships and LLCs	2
ACCT 204 Managerial Cost Accounting	3
ACCT 210 Accounting Information Systems	3

Total Units 24-26

## PROFESSIONAL ACCOUNTING - BUSINESS SUBJECTS CERTIFICATE

### Business Subjects: Required Core Courses:

	Units
ACCT 204 Managerial Cost Accounting	3
– or –	
ACCT 210 Accounting Information Systems	3
ECON 120 Principles/Macro	3
ECON 121 Principles/Micro	3
MATH 219 Statistics and Probability	4

### Business Subjects: Electives - Select a Minimum of 11 units from below or from any courses not taken in required section above:

	Units
ACCT 108 Tax Practices and Procedures	3
ACCT 113 Intermediate Income Taxes – Corporations	2
ACCT 114 Intermediate Income Taxes - Partnerships and LLCs	2
ACCT 124 Computerized Income Tax Preparation	1
BA 188 Microsoft Excel	2
BA 189 Advanced Microsoft Excel	2
BUS 100 Fundamentals of Business	3
BUS 120 Principles of Management	3
BUS 121 Human Relations and Organizational Behavior	3
BUS 130 Personal Finance	3
BUS 140 Principles of Finance	3
BUS 160 Introduction to Stock and Bond Investments	3
BUS 222 Business Writing	3
CMPR 167 Microsoft Access	3
MKTG 113 Principles of Marketing	3

Total Units 24-25