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 or visit our department website at **sac.edu/accba**

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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

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SANTA ANA COLLEGE

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QUICKBOOKS:
- **COMPUTERIZED ACCOUNTING CERTIFICATE**
- **COMPUTERIZED BOOKKEEPING CERTIFICATE**
- **PREPARE FOR THE QUICKBOOKS CERTIFIED USER EXAM**

intuit QuickBooks.
Certified User

Accounting & Business Administration Department

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COMPUTERIZED ACCOUNTING - QUICKBOOKS

Required Core Courses:		Units
ACCT 032	**Payroll Accounting**	1
ACCT 035	**QuickBooks I**	2
ACCT 036	**QuickBooks II**	2
ACCT 101	**Financial Accounting**	4
ACCT 124	**Computerized Income Tax Preparation**	1
BUS 150	**Introduction to Information Systems and Applications**	3

Select a minimum of 3 units from the following electives:

BA 188	**Microsoft Excel**	2
BA 189	**Advanced Microsoft Excel**	2
BUS 222	**Business Writing**	3
	– or –	
MGMT 122	**Business Communications**	3
	Total Units	**16-17**

QUICKBOOKS CERTIFIED USER EXAM

Santa Ana College has joined with Intuit and CertiPort. This Partnership will Enable students to study for and take the Certified QuickBooks User exam on campus. Upon successful completion of this exam, Intuit will award students with the Certified QuickBooks User certificate. Students who complete either ACCT 035-QuickBooks I or ACCT 036-Quickbooks II, will receive a discounted rate for taking the Certified QuickBooks User Exam at Santa Ana College (for a limited time ask your Professor).

sac.edu/quickbooks

Prepare for the QuickBooks Certified User Exam:

Take all of the following courses:		Units
ACCT 035	**QuickBooks**	2
ACCT 036	**QuickBooks II**	2
	Total Units	**4**

COMPUTERIZED BOOKKEEPING - QUICKBOOKS

Required Core Courses:		Units
ACCT 032	**Payroll Accounting**	1
ACCT 035	**QuickBooks I**	2
BA 179	**Introduction to Microsoft Office**	4

Select one of the following courses:

ACCT 010	**Accounting Procedures**	3
ACCT 101	**Financial Accounting**	4

Select one of the following courses:

BA 017	**Business Writing Skills**	3
BUS 222	**Business Writing**	3
MGMT 122	**Business Communications**	3

Select a minimum of 1 unit from the following electives:

ACCT 124	**Computerized Income Tax Preparation**	1
BA 188	**Microsoft Excel**	2
BA 189	**Advanced Microsoft Excel**	2
	Total Units	**14-16**