

# DEGREES, CERTIFICATES, AND TRANSFER PREPARATION INFORMATION

## ACCOUNTING

General accountants examine financial records of municipal, county, state, and federal agencies for compliance with laws. They record transactions, such as receivable, payable, payroll, property into a general ledger. Corporate accountants set up and design accounting-bookkeeping systems and procedures, risk management programs, tax law and finance methods, record financial transactions, and analyze and evaluate financial records for businesses. Their duties include interpreting financial information and preparing reports for business executives and government regulatory agencies. Advancement includes senior accountant, controller, treasurer, and chief financial officer positions.

For additional career possibilities, visit the Career Services Center on the main campus to utilize computerized career information systems and other valuable career resources.

### Programs Offered

- Transfer Preparation
- Career Opportunities

### Degrees and Certificates

#### Associate Degree

- Accounting

#### Certificates of Achievement

- Business Bookkeeping
- CPA Track (formerly Professional Accountant)
- Small Business Tax Practice
- Staff Accountant (formerly General Accountant) (formerly Accounting)

### Related Program

- Business

### Associate Degree Requirements

An Associate degree is granted upon successful completion of a program of study with a minimum grade point average (GPA) of 2.0 (C) in degree applicable coursework and a minimum of **60 degree applicable semester units**, including:

- Completion of the area of emphasis with a grade of C or higher in each course, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher;
- Completion of one of the following general education patterns: SMC GE, CSU GE, or IGETC;
- Completion of the SMC Global Citizenship graduation requirement.

### Certificate of Achievement Requirements

A Certificate of Achievement is granted upon successful completion of a program of study with a minimum overall grade point average (GPA) of 2.0 (C) and a **designated minimum number of units**, including:

- Completion of the area of emphasis with a grade of C or higher in each course, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher;
- Completion of at least 50% of area of emphasis units at Santa Monica College. Department Chairs have the discretion to waive the 50% minimum units required at SMC to meet the major or

area of emphasis. All major coursework must be completed with a "C" or better grade.

### Department Certificate Requirements

A Department Certificate is granted upon successful completion of a program of study with a **designated minimum number of units**, including:

- Completion of the area of emphasis with a grade of C or higher in each course, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher;
- Completion of at least 50% of area of emphasis units at Santa Monica College. Department Chairs have the discretion to waive the 50% minimum units required at SMC to meet the major or area of emphasis. All major coursework must be completed with a "C" or better grade.

Note: Department Certificates are not noted on student transcripts. Students must submit a petition to the relevant academic department to be awarded a Department Certificate.

### Catalog Rights

A student may satisfy the requirements of a degree that were in effect at any time of the student's **continuous** enrollment. Continuous enrollment means attendance in at least one semester (Fall or Spring) in each academic year.

### Transfer Preparation

Students planning to transfer to a four-year college or university should refer to the transfer preparation information under Business.

## Accounting, Associate Degree

This program is for bookkeepers and accounting clerks who want to advance to a higher professional level. Business owners can strengthen their businesses with best ethical practices and compliance with current accounting standards and laws. Accountants may acquire specialized knowledge of accounting, which include the setting up and designing of an effective accounting system, the interpretation and preparation of financial and tax information, the reporting for business executives, partnerships, nonprofit and governmental agencies.

**Program Learning Outcomes:** Upon completion of the program, students will effectively comprehend record, post and summarize financial accounting information from an original business transaction through the preparation of financial statements and the closing entries at the end of an Accounting cycle. Students will demonstrate the ability to prepare calculations and use financial information for business management and decision making.

### Area of Emphasis: (28 Units)

#### Required Core Course: (16 units)

ACCTG 1, Introduction to Financial Accounting (5)  
ACCTG 2, Corporate Financial and Managerial Accounting (5)  
BUS 1, Introduction to Business (3)  
BUS 32, Business Communications (3)

#### Required Electives: (12 units required, with a minimum of 6 units from List A)

##### LIST A: Select 6 to 12 units

ACCTG 9, Accounting Ethics (3)

or

BUS 62, Human Relations and Ethical Issues in Business (3)

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ACCTG 31A, Excel for Accounting (3)

or

ACCTG 31B, Advanced Excel for Accounting (3)

or

CIS 30, Microsoft Excel (3)

or

CIS 35A, QuickBooks Desktop (*formerly same as ACCTG 35*) (3)

or

CIS 35B, QuickBooks Online (3)

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ACCTG 15, Individual Income Taxes (3)

ACCTG 45, Individual Financial Planning (*same as BUS 45*) (3)

BUS 45, Individual Financial Planning (*same as ACCTG 45*) (3)

**LIST B: Select a MAXIMUM of 7 units (if less than 12 units are completed from List A)**

ACCTG 6, Accounting Consolidations (3)

ACCTG 7, Advanced Accounting: Special Topics (3)

ACCTG 10A, Intermediate Accounting A (3)

ACCTG 10B, Intermediate Accounting B (3)

ACCTG 10C, Intermediate Accounting C (4)

ACCTG 11, Cost Accounting (3)

ACCTG 12, Auditing (3)

ACCTG 16, Taxation of Corporations, Partnerships, Estates and Trusts (3)

ACCTG 19A, IRS Volunteer Income Tax Assistant (VITA) Program – Tax Preparer (1)

ACCTG 23, Payroll Accounting (3)

ACCTG 40A, Data Analytics for Accounting (3)

ACCTG 40B, Auditing Analytics (3)

ACCTG 50, ERP System: Introduction to Accounting (3)

BUS 5, Business Law and the Legal Environment (3)

## Business Bookkeeping, Certificate of Achievement

This certificate is designed to provide students with basic accounting skills and knowledge necessary to obtain entry-level accounting and other accounting support positions in small and medium sized businesses. This bookkeeping certificate curriculum also prepares students for the exams for Intuit bookkeeping certificate and for bookkeeping professional license offered by the American Institute of Professional Bookkeepers (AIPB).

For information on the Intuit bookkeeping certificate exam, please see: <https://certiport.pearsonvue.com/Certifications/Intuit/Certifications/Certify/Certified-Bookkeeping.aspx> For information on the professional licensing exam, please see: [https://aipb.org/wp-content/uploads/dlm\\_uploads/2019/08/AIPB-CB-Designation.pdf](https://aipb.org/wp-content/uploads/dlm_uploads/2019/08/AIPB-CB-Designation.pdf)

**Program Learning Outcomes:** Upon completion of the program, students will demonstrate basic accounting skills to classify, analyze, record business and payroll transactions, prepare financial reports and closing entries at the end of an accounting cycle.

### Area of Emphasis: (12 Units)

#### Required Courses:

ACCTG 21, Business Bookkeeping (3)

ACCTG 22, Advanced Bookkeeping (3)

ACCTG 23, Payroll Accounting (3)

#### Select 1 course from the following:

ACCTG 31A, Excel for Accounting (3)

ACCTG 31B, Advanced Excel for Accounting (3)

CIS 35A, QuickBooks Desktop (*formerly CIS 35; formerly same as ACCTG 35*) (3)

CIS 35B, QuickBooks Online (3)

## CPA Track (Formerly Professional Accountant), Certificate of Achievement

This program prepares holders of a Bachelor's degree to take the Certified Public Accountant (CPA) Board Exam. For information on the CPA exam, please see the California Board of Accountancy website.

**Program Learning Outcomes:** Upon completion of the program, students will demonstrate a range of accounting skills and an understanding of accounting concepts that encompass all areas tested on the Certified Public Accounting exam. These areas include GAAP, cost accounting, accounting for income taxes, accounting ethics, professional auditing responsibilities, and analysis of complex and advanced accounting topics.

### Area of Emphasis: (24 Units)

#### Select 24 units from the following:

ACCTG 1, Introduction to Financial Accounting (5)

ACCTG 2, Corporate Financial and Managerial Accounting (5)

ACCTG 6, Accounting Consolidations (3)

ACCTG 7, Advanced Accounting: Special Topics (3)

ACCTG 9, Accounting Ethics (3)

ACCTG 10A, Intermediate Accounting A (3)

ACCTG 10B, Intermediate Accounting B (3)

ACCTG 12, Auditing (3)

ACCTG 15, Individual Income Taxes (3)

ACCTG 16, Taxation of Corporations, Partnerships, Estates and Trusts (3)

ACCTG 40A, Data Analytics for Accounting (3)

ACCTG 40B, Auditing Analytics (3)

ACCTG 50, ERP System: Introduction to Accounting (3)

BUS 5, Business Law and the Legal Environment (3)

## Small Business Tax Practice, Certificate of Achievement

This program is intended to prepare individuals to enter the tax profession and enable them to prepare tax returns for the general public. In addition, hands-on experience in the form of supervised tax preparation through an internship or SMC's Volunteer Income Tax Assistance (VITA) program provides real-world knowledge.

**Program Learning Outcomes:** Upon completion of the program, students will demonstrate a range of tax preparation skills required to complete both Federal and State tax returns for individuals.

### Area of Emphasis: (17 Units)

#### Internship or Volunteer Income Tax Assistance (VITA) program preparation:

ACCTG 19A, IRS Volunteer Income Tax Assistance (VITA) Program – Tax Preparer (1)

or

ACCTG 90A, Accounting Internship (1)

#### Required Courses: (10 units)

ACCTG 9, Accounting Ethics (3)

ACCTG 16, Taxation of Corporations, Partnerships, Estates and Trusts (3)

ACCTG 17, Income Tax Preparation (CTEC-Approved) (4)

#### Select 2 Courses from the following: (6 units)

ACCTG 31A, Excel for Accounting (3)

or

ACCTG 31B, Advanced Excel for Accounting (3)

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BUS 8, Law for the Entrepreneur (3)

BUS 23, Principles of Selling (3)

BUS 34A, Introduction to Digital Marketing (*formerly BUS 34*) (3)

BUS 63, Principles of Entrepreneurship (3)

## **Staff Accountant (Formerly General Accountant) (Formerly Accounting), Certificate of Achievement**

This program is for bookkeepers and accounting clerks who want to advance to a higher professional level. Accountants may acquire specialized knowledge of accounting, which includes the setting up and designing of an effective accounting system, and interpretation and preparation of financial and tax information. Students completing this Certificate of Achievement may wish to pursue the Accounting Associate degree by satisfying additional requirements.

**Program Learning Outcomes:** Upon completion of the program, students will effectively comprehend, record, post, and summarize financial accounting information from an original business transaction through the preparation of financial statements and the closing entries at the end of an accounting cycle. Students will demonstrate the ability to prepare calculations and use financial information for business management and decision making.

### **Area of Emphasis: (16 Units)**

#### **Required Core Courses: (16 units)**

ACCTG 1, Introduction to Financial Accounting (5)

ACCTG 2, Corporate Financial and Managerial Accounting (5)

ACCTG 10A, Intermediate Accounting A (3)

ACCTG 10B, Intermediate Accounting B (3)