



DEPARTMENT CERTIFICATE
**SMALL BUSINESS
TAX PRACTICE**

BUSINESS DEPARTMENT

Program Description : This program is intended for 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.

Required Courses (10 units)		Units
ACCTG 9	Accounting Ethics	3
ACCTG 17	Income Tax Preparation (CTEC Approved)*	4
ACCTG 16	Taxation of Corporations, Partnerships and Estate and Trusts	3
Required Electives (6 units)		
ACCTG 31A	Excel for Accounting	3
<i>or</i>	<i>or</i>	
ACCTG 31B	Advanced Excel for Accounting	
BUS 8	Law for the Entrepreneur	3
BUS 23	Principles of Selling	3
BUS 34	Introduction to Social Media Marketing	3
BUS 63	Principles of Entrepreneurs	3
ACCTG 90A	Accounting Internship or VITA	3