

# CERTIFICATE OF ACHIEVEMENT



# Income Tax and Payroll

The Income Tax and Payroll Certificate of Achievement is intended for students desiring to enter the tax preparation and/or payroll field with a minimum of course requirements. Students will be able to gain the knowledge and analytical tools necessary to use financial data effectively in preparing a variety of tax returns with specialized training in payroll. Common duties performed include payroll tax reporting, payroll accounting systems maintenance, and posting payroll transactions for journals/ledgers.

To acquire the **Certificate of Achievement in Income Tax and Payroll**, it is necessary to complete the following courses:

Required Courses		Units	N	IP	C
<b>ACCT 101</b>	Financial Accounting	<b>4</b>			
OR					
<b>ACCT 101H</b>	*Financial Accounting Honors				
<b>ACCT 103</b>	Payroll Accounting	<b>3</b>			
<b>ACCT 105</b>	Income Tax Accounting	<b>4</b>			
<b>ACCT 106</b>	Computerized Accounting	<b>3</b>			
<b>ACCT 108</b>	Volunteer Income Tax Assistance Program I	<b>1</b>			
<b>ACCT 109</b>	*Volunteer Income Tax Assistance Program II	<b>1</b>			
<b>Total units needed for Certificate of Achievement</b>		<b>16</b>			
Units Completed					
*Prerequisite/Corequisite					