

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