

INCOME TAX AND PAYROLL

DIVISION OF BUSINESS

CERTIFICATE OF ACHIEVEMENT

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
ACCT 101 Financial Accounting.....	4
OR	
ACCT 101H *Financial Accounting Honors.....	4
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

Units Required 16

**Prerequisite*