



# Accounting, Taxation Certificate

This certificate acknowledges student achievement and proficiency in preparing and reviewing the income tax returns of individuals and business entities, together with an understanding of federal and state tax administration compliance requirements that are necessary for the policies of the Internal Revenue Service and the Franchise Tax Board.

**Total Units: 22**

## First Year

### Semester 1

**9 Units**

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
<b>ACCT 301</b> <sup>Z</sup> Financial Accounting	4	Advisory: ACCT 101, BUS 105, MATH 120 or 125	F(O,P), S(O), Su
<b>ACCT 121</b> Payroll Accounting	3	Advisory: ACCT 101	F, S
<b>CISA 315</b> Introduction to Electronic Spreadsheets	2	Advisory: CISC 302 or 310	F(O), S(O), Su(O)

<sup>Z</sup> At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

### Semester 2

**7 Units**

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
<b>ACCT 341</b> Computerized Accounting	3	ACCT 101 or 301 Advisory: CISC 302	F, S, Su
<b>ACCT 125</b> Federal and State Individual Taxation	4	Advisory: ACCT 101 & 301	F(P), S(P)

### Semester 3

**6 Units**

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
<b>ACCT 128</b> Taxation of Corporations, Partnerships, Estates, and Trusts	4	ACCT 125	Check Class Schedule for offering
<b>ACCT 160</b> Volunteer Income Tax Assistance	2	ACCT 125	S

## Career

### Options/Outlook:

Prepare tax returns for individuals or small businesses. Use all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum. Furnish taxpayers with sufficient information and advice to ensure correct tax form completion.

### A sample of reported job titles:

Certified Income Tax Preparer (CTP), Corporate Tax Preparer, Enrolled Agent, Income Tax Preparer, Master Tax Advisor, Tax Advisor, Tax Associate, Tax Consultant, Tax Preparer, Tax Specialist

### Projected job openings in California (2020-2030):

1,350

### Projected growth in California (2020-2030):

5% growth

### Median Salary in California (2021) :

\$51,400/yr

### Source:

^You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

\*(O) = online available (P) = partially online

<https://www.onetonline.org/link/summary/13-2082.00>

## About this map:

This program map represents one possible pathway to complete the program. Please see a counselor to create an education plan that is customized to meet your needs. This map is not a guarantee of course

availability or financial aid applicability.

## Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the [Zero Textbook Costs page](#) of the college website.

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