



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: 18

First Year

Semester 1

9 Units

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

Semester 2

3 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 341 Computerized Accounting	3	ACCT 101 or 301 Advisory: CISC 302	F, S, Su
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Semester 3

6 Units

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
ACCT 128 Taxation of Corporations, Partnerships, Estates, and Trusts	4	ACCT 125	Check Class Schedule for offering
ACCT 160 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

^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

Median Salary in California (2021) :

\$51,400/yr

Source:

<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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Counselor Contact: Chris Torres or Ea Edwards | Faculty Contact: Margaret Parilo