



ACCTG: PAYROLL AND INCOME TAX PREPARER/ ACCOUNTING FOR GOVERNMENT & NOT-FOR-PROFIT ORGANIZATIONS

The Payroll and Income Tax Preparer program is intended for individuals desiring to enter the tax preparation and/or payroll field with a minimum of course requirements. Upon successful completion of this Chaffey certificate, candidates will possess the knowledge and analytical tools necessary to use accounting data effectively. Additionally, by completing the tax class they will be recognized by the State of California as a Registered Tax Preparer.

The Accounting for Government and Not-for-Profit Organizations program is intended for individuals desiring employment in government or not-for-profit organizations. Upon the successful completion of this certificate, candidates will be proficient in fund and not-for-profit accounting and possess the ability to perform basic accounting functions.

Requirements for the Payroll and Income Tax Preparer Certificate: (E117)

**Certificates of Career Preparation*

		GRADE	IP	NEED	UNITS
ACCTG 1A	Principles of Accounting I				4
ACCTG 435	Payroll Accounting				3
ACCTGFS 453	U.S. and California Income Tax Preparation (or ACCTGFS 454, Introduction to the Taxation of Corporations and Partnerships)				4

and:

		GRADE	IP	NEED	UNITS
ACCTG 459	Simplified Commercial Accounting Software				1.5
ACCTG 462	Advanced Techniques in Accounting Software Programs				1.5

or:

		GRADE	IP	NEED	UNITS
ACCTG 460	Commercial Accounting Software				3

Requirements for the Government and Not-for-Profit Organizations Certificate: (L008)

**Certificates of Career Preparation*

		GRADE	IP	NEED	UNITS
ACCTG 1A	Principles of Accounting I				4
ACCTG 430	Accounting for Governmental and for Not-for-Profit Organizations				4
ACCTG 435	Payroll Accounting				3

and:

		GRADE	IP	NEED	UNITS
ACCTG 459	Simplified Commercial Accounting Software				1.5
ACCTG 462	Advanced Techniques in Accounting Software Programs				1.5

or:

		GRADE	IP	NEED	UNITS
ACCTG 460	Commercial Accounting Software				3

Student Name: _____

ID #: _____

Date: _____

Counselor: _____

COUNSELOR NOTES:

*Certificates of Career Preparation do not appear on the transcript.

All courses required for a certificate must be completed with a minimum grade of C.