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

PROGRAM DESCRIPTION:
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 financial data effectively in preparing a variety of tax returns. Additionally, this certificate fulfills the preliminary requirements to become a Registered Tax Preparer in the State of California.

The Accounting for Government and Not-for-Profit Organizations program is intended for individuals desiring employment in government or not-for-profit organizations. Upon 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.

HOW DO I KNOW THIS MAJOR IS FOR ME?
- You like to interview people to obtain information
- You enjoy working with numbers and data
- You file your own taxes
- You enjoy verify data and checking information for accuracy
- You enjoy learning federal and state laws
- You are good at time management

WHAT CAN I DO WITH THIS CERTIFICATE?
- Tax Preparer
- Tax Examiner and Collector
- Revenue Agent
- Payroll Clerk
- Accounting Clerk
- Auditing Clerk
- Bookkeeper
- Accounts Payable Clerk
- Financial Examiner
- Accounting Technician
- Billing Clerk
- Accounts Receivable Clerk

WHERE CAN I WORK?
This pathway provides you with a choice of various work environments including:
- Small Businesses
- Government Agencies
- Bookkeeping Companies
- Tax Companies
- School Districts
- Non-Profit Organizations

WHAT IS THE POTENTIAL WAGE OUTLOOK?
This certificate may lead to a position as a Payroll and Timekeeping Clerk or a Tax Preparer, which according to the EDD/LMID Occupational Employment Statistics Survey, 2017 the median wage in California was $23.00 per hour and $25.10 per hour respectively. For more information, visit www.labormarketinfo.edd.ca.gov/OccGuides.

The job and wage outlook will vary based on the position selected within this major. To review current salary information and job outlook, visit www.onetonline.org.

WHAT CAN I DO IN THE FUTURE WITH MORE EDUCATION?
The positions below require at least a bachelor’s degree in Accounting. According to O*NetOnline, the median salary in 2016 for Accountants in California was $74,170. You can complete the Business Administration for Transfer Associate Degree at Chaffey to follow this pathway.
- Accountant
- Auditor
- Actuary
- Compensation Specialist
- Budget Analyst
- Revenue Tax Specialist
- Financial Examiner
- Financial Planner

For additional information about career pathways and to find out if this major is a good fit for you visit the Career Center located in MACC 203. Career information was collected from www.onetonline.org and www.bls.gov.
## ACCTG: PAYROLL AND INCOME TAX PREPARER/
### ACCOUNTING FOR GOVERNMENT & NOT-FOR-PROFIT ORGANIZATIONS

### MAJOR AND COURSE REQUIREMENTS:

**LEGEND:** G=Grade   IP=In Progress   N=Need   **Bold:** Prerequisites   Plain Text: No Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>IP</th>
<th>Need</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1A</td>
<td>Financial Accounting</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 435</td>
<td>Payroll Accounting</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 460</td>
<td>Commercial Accounting Software</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACCTGFS 453</td>
<td>U.S. and California Income Tax Preparation</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

### Requirements for the Payroll and Income Tax Preparer Certificate: (E117) *Non-Transcribed*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>IP</th>
<th>Need</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1A</td>
<td>Financial Accounting</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 435</td>
<td>Payroll Accounting</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 460</td>
<td>Commercial Accounting Software</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACCTGFS 453</td>
<td>U.S. and California Income Tax Preparation</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

### Requirements for the Government and Not-for-Profit Organizations Certificate: (L008) *Non-Transcribed*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>IP</th>
<th>Need</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTGA 1A</td>
<td>Financial Accounting</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 430</td>
<td>Accounting for Governmental and for Not-for-Profit Organizations</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 435</td>
<td>Payroll Accounting</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 460</td>
<td>Commercial Accounting Software</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**COUNSELOR NOTES:**

$46 per unit for CA Residents

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

06/13/18

5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002  (909) 652-6000, 652-6200