

# College of San Mateo Taxation Certificates

## Tax Preparer I Certificate

ACTG 100	Accounting Procedures
ACTG 103	Ten-Key Skills
ACTG 171	Individual Income Taxes
BUSW 415	Excel I
CRER 127	Job Search Skills
8.5 semester units	

## Tax Preparer II Certificate

ACTG 103	Ten-Key Skills
ACTG 121	Financial Accounting
ACTG 144	QuickBooks: Service
ACTG 171	Individual Income Taxes
ACTG 172	Business Income Taxes
ACTG 173	Trust, Estate and Gift Taxes
BUSW 415	Excel I
CRER 127	Job Search Skills
15.5 – 16.5 semester units	
Notes: ACTG 100 is recommended May take either ACTG 144 or ACTG 145	

## Accounting Certificate

ACTG 100	Accounting Procedures
ACTG 103	Ten-Key Skills
ACTG 121	Financial Accounting
ACTG 131	Managerial Accounting
ACTG 144	QuickBooks: Service
ACTG 145	QuickBooks: Merchandising
BUSW 415	Excel I
Plus a minimum of six units from these courses:	
ACTG 161	Intermediate Accounting I
ACTG 162	Intermediate Accounting II
ACTG 163	Auditing
ACTG 164	Governmental and Nonprofit Actg.
ACTG 165	Cost Accounting
ACTG 171	Individual Income Taxes
ACTG 172	Business Income Taxes
ACTG 173	Trust, Estate and Gift Taxes
BUS. 100	Contemporary American Business
BUS. 201	Business Law
BUS. 295	Computer Systems in Business
Minimum 22 semester units	

## Enrolled Agent Exam (SEE) Preparation Certificate

ACTG 121	Financial Accounting
ACTG 171	Individual Income Taxes
ACTG 172	Business Income Taxes
ACTG 173	Trust, Estate and Gift Taxes
ACTG 681	Enrolled Agent Exam Prep I
ACTG 682	Enrolled Agent Exam Prep II
14.5 – 15.5 semester units	
Notes: ACTG 100 is recommended	

### Tax Preparer Certificates

Learn the skills to prepare tax returns for individuals, businesses, trusts and estates. Earn your CTEC license.

### Accounting Certificate

Learn the fundamentals of bookkeeping, how to use accounting software and how to prepare and analyze financial statements.

### Enrolled Agent Exam Prep Certificate

Master the topics needed to pass the Enrolled Agent Exam (also called the Special Enrollment Exam or SEE)

For additional information visit [collegeofsanmateo.edu/accounting](http://collegeofsanmateo.edu/accounting).

Need help? Call 574-6400 to make an appointment with Accounting and Tax Advisor Rick Ambrose.

To receive the latest information about our program join the "CSM Accounting" email group. Send an email message to [csmaccounting-subscribe@googlegroups.com](mailto:csmaccounting-subscribe@googlegroups.com)