

CERTIFICATE IN INCOME TAX II (INCOME TAX PREPARER)

The Income Tax II Certificate will provide our students with intermediate income tax training and help to prepare the student for tax preparer position within local income tax preparation practice as well as within a private and local governmental organization's accounting department. Job duties include preparing and filing federal and state income tax return for individuals and small businesses, reviewing tax returns, preparing estimated payments, and basic tax planning. This program covers topics included in Parts 2 and 3 of the IRS Enrolled Agent Exam.

Requirements

Code	Title	Units
Required courses:		
ACCT 111	Taxation of Business Entities	4
ACCT 112	Computerized Income Tax Preparation	2
ACCT 114	Volunteer Income Tax Assistance II	2
ACCT 116	Tax Practices and Procedures	3
Total Units		11

Learning Outcomes

Certificate of Achievement Level Student Learning Outcomes

Students completing the Income Tax II (Income Tax Preparer) Certificate of Achievement will:

1. Utilized commercial tax preparation software to prepare individual and business tax returns
 2. Demonstrate knowledge of income laws applicable to individuals and business entities.
 3. Explain the requirements and regulations governing the conduct of tax practitioners.
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