

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.

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.

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

Curriculum Map

1-Term Curriculum Map Example

This map represents one possible pathway through the program and is only for reference.

*It is highly recommended that you make an appointment (<https://www.citruscollege.edu/stdntsrv/counsel/Pages/ApptSchedule.aspx>) to create a customized education plan that fits your needs

Course	Title	Units
Fall Term 1		
ACCT 110	Income Tax Accounting	4
ACCT 113	Volunteer Income Tax Assistance I	1

Course	Title	Units
ACCT 112	Computerized Income Tax Preparation	2
Units		7
Spring Term 1		
ACCT 114	Volunteer Income Tax Assistance II	2
ACCT 111	Taxation of Business Entities	4
ACCT 116	Tax Practices and Procedures	3
Units		9
Total Units		16

Career Information

Career Opportunities

There are a variety of careers you can do with this major.

To explore more about this major, schedule an appointment (<https://www.citruscollege.edu/stdntsrv/ctcenter/Pages/ApptSchedule.aspx>) with a career counselor.