

# TAX PREPARER CERTIFICATE

## Entry Time

Fall

## Award

Certificate

1 year (2 terms)

The Tax Preparer Certificate program is designed to enable the student to become a tax preparer. This certificate will provide the student with the basic understanding of income tax law and income tax procedures. Students will use a computerized accounting system and will prepare payroll and income tax returns.

This certificate is eligible for state and federal financial aid.

## Certificate Requirements

Term 1		
Fall		Credit Hours
Select one of the following:		3
ACC-111	Introduction to Accounting	
ACC-152	Financial Accounting <sup>1</sup>	
ACC-265	Income Tax Accounting <sup>1</sup>	4
PHI-105	Introduction to Ethics	3
	<b>Term Totals:</b>	<b>10</b>
Term 2		
Spring		
ACC-313	Accounting Applications <sup>1</sup>	4
ACC-161	Payroll Accounting <sup>1</sup>	3
	<b>Term Totals:</b>	<b>7</b>
	<b>Program Totals:</b>	<b>17</b>

<sup>1</sup> Minimum grade requirement of C- for graduation