

INDIVIDUAL TAXATION CERTIFICATE

Division: Business and Computer Information Systems

Requirements

PROGRAM CODE: 2C40992

The **Individual Taxation Certificate** is designed for individuals interested in becoming a specialist in individual income tax preparation and become a "Certified Tax Preparer" in the state of California. This program includes everything you need to know to file both federal and California taxes for individuals and sole-proprietor businesses. The income tax course will not only fulfill the 60-hour requirement to become a Certified Tax Preparer, but it will also provide a strong foundation of knowledge in tax preparation. A minimum grade of C is required in each course taken. This certificate requires 17-20 units.

Code	Title	Units
Required Courses (9 units):		
ACCT 101AF or ACCT 102HF	Financial Accounting Honors Financial Accounting	5
ACCT 220 F	Individual Income Tax	4
Restricted Electives (8-11 units):		8-11
ACCT 204 F	Analysis of Financial Statements	3
ACCT 205 F	Ethics in Accounting	3
ACCT 221 F	Corporate, Partnership, Estate and Trust Tax	3
ACCT 230 F	Excel for Accountants	3
ACCT 250 F	Forensics Accounting	3
ACCT 295 F or BUS 295 F	Accounting Internship Business Internship (formerly BUS 061 F)	2-4
BUS 111 F or BUS 211 F or BUS 211HF	Business Communications Critical Reasoning and Writing for Business (formerly Writing for Business) Honors Critical Reasoning and Writing for Business (formerly Honors Writing for Business)	3
CIS 100 F or CIS 100HF	Introduction to Personal Computers Honors Introduction to Personal Computers	4
Total Units		17-20

Program Student Learning Outcomes

Outcome 1: Prepare an individual tax return.

Outcome 2: Recommend tax-planning opportunities and advise appropriate tax-saving strategies.