

# TAX PREPARATION, CERTIFICATE OF COMPLETION

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## Requirements

Tax Preparation Certificate enables students to obtain the skills and information to open additional work pathways and advancement opportunities in tax preparation.

There are no prerequisite requirements for this program, and the courses are open to all students.

| Code       | Title                             | Units |
|------------|-----------------------------------|-------|
| ACTV NC214 | Exploring IRS Enrolled Agent Work | 0     |
| ACTV NC215 | Fundamentals of Income Tax        | 0     |

## Learning Outcomes

1. Define taxation terms as they relate to the work of an enrolled agent, and apply them on a conceptual basis
2. Define the individual tax schedules as they relate to the work of an enrolled agent, and differentiate each
3. Analyze original documents provided by a potential client of an enrolled agent for taxation implications
4. Calculate and input into the software numbers from original documents, allocations, and specialized calculations and evaluate the results