

INDIVIDUAL TAXATION CERTIFICATE

Division: Business and Computer Information Systems

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	Financial Accounting	5
or ACCT 102HF	Honors Financial Accounting	
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	Accounting Internship	2-4
or BUS 295 F	Business Internship (formerly BUS 061 F)	
BUS 111 F	Business Communications	3
or BUS 211 F	Critical Reasoning and Writing for Business (formerly Writing for Business)	
or BUS 211HF	Honors Critical Reasoning and Writing for Business (formerly Honors Writing for Business)	
CIS 100 F	Introduction to Personal Computers	4
or CIS 100HF	Honors Introduction to Personal Computers	
Total Units		17-20

Outcome 1: Demonstrate an understanding of personal income taxation to prepare individual income tax returns.

Outcome 2: Demonstrate the ability to identify tax-planning opportunities in order to advise clients of appropriate tax-savings strategies.

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