



**CAREER ENHANCEMENT CERTIFICATE**  
**TAX PREPARER**

**2021 Catalog**  
Effective Summer 2020

*The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.*

**2017**

*Business and Information Technology Division*

*Accounting and Finance Department*

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
ACC131	Taxation I	4	pre-co-ACC132	
ACC132	Financial Accounting*	4	BUS124	
ACC231	Taxation II	3	ACC131	
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 or proficiency	
BUS124	Business Analysis with Algebra^	3	(MTH022 or proficiency) and (IDS102 or proficiency)	
<b>TOTAL CREDIT HOURS</b>		<b>17</b>		

**STUDENT ADVISING NOTES**

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

First Semester

BUS124	Business Analysis with Algebra^	<u>3</u>	Pre- and Co-requisites (MTH022 or proficiency) and (IDS102 or proficiency)
		<b>3</b>	

Second Semester

ACC132	Financial Accounting*	4	BUS124
ACC131	Taxation I	<u>4</u>	pre-co-ACC132
		<b>8</b>	

Third Semester

ACC231	Taxation II	3	ACC131
AOT226	Spreadsheet – Microsoft Excel^	<u>3</u>	ITD100 or proficiency
		<b>6</b>	
<b>TOTAL CREDITS</b>		<b>17</b>	

^Based upon SSC placement score

\*Students may elect to take ACC121 Principles of Accounting as an introduction to accounting prior to taking this course.