



Tax Preparer

Certificate of Completion (CC)

Planning Guide 2017-2018

EPC J505E

Program Information:

Length of Program: 15 Credits
Completion Award: Certificate of Completion
Enrollment: Fall, Winter, Spring
Approximate Quarterly Costs: \$0
(in addition to tuition, books and parking)

Website: www.shoreline.edu/busad/accounting.aspx

Program Advisor:

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Program Description:

Shoreline Community College offers a short-term Tax Preparer Certificate of Completion (CC) leading to an entry-level position in the accounting field. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Associate Degrees in Accounting. Students pursuing a four-year baccalaureate degree should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Tax Preparer—What is it?

Students study and learn the basics of practical accounting and specific training in preparing basic individual and small business federal income taxes. Students successfully completing this Certification Series are qualified to obtain entry level tax preparer positions.

Program Outcomes:

Students who successfully complete this program – **by achieving a grade of 2.0 or better in each accounting course** should have:

1. An understanding of the basic accounting cycle for service and merchandising firms.
2. The ability to prepare basic federal income tax requirements for individuals and small businesses.

Career Opportunities—What can I do with a Tax Preparer Certificate?

The job outlook for accounting-related occupations is very good. Graduates may be hired as entry level tax preparers.

Potential employers include: Certificate holders can be employed by government and private industry. The field also provides opportunities for temporary employment, and part-time work. For more, please visit career information and resources at <http://www.shoreline.edu/counseling-center/career-counseling.aspx>.

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Program Prerequisites: Placement into ENGL 099 or EAP 099, and MATH 080.

CERTIFICATE OF COMPLETION – 15 Credits

PROGRAM REQUIREMENTS				
Course		QTR	GR	CR
ACCT& 201	Financial Acct I			5
ACCT 170	Federal Income Tax Individuals/Small Bus			5
BUSTC 150	Excel 2016			5

Note: Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice and final career decisions are the responsibility of the student.

RECOMMENDATIONS

CERTIFICATE COMPLETION

Students should automatically receive their Certificate after successful completion of all required courses. If you have not received your Certificate, please contact the Workforce Education Programs in FOSS 5100 or call 206-546-5876.