

Income Tax Preparation

Award Type: Certificate of Competency

The Income Tax Preparation Noncredit Certificate of Competency prepares students for entry-level positions in the tax preparation field or to transition into the credit business accounting classes to pursue two-and-four-year degrees. Students learn basic tax concepts, terminology, and software needed to prepare simple federal/state income tax returns under the supervision of a qualified instructor and in coordination with the Tax Assistance Program of the Northern Santa Barbara County United Way. The IRS Basic Certificate and the Allan Hancock College Community Education Income Tax Preparation Noncredit Certificate of Competency are granted to those who complete all three courses and pass the IRS certificate exam. Math and computer competency are recommended. Students must enroll in all three courses and attend an orientation session. Possible careers include: tax preparer or accounting clerk.

The graduate of the Certificate of Competency in Income Tax Preparation will:

- Utilize TaxSlayer software to accurately prepare federal and state income tax returns
- Prepare basic federal and state income tax returns using applicable tax principles and tax law.

Program Requirements

A total of 67 hours is required for the certificate. Required courses:

Course Number	Course Title	Units
VOCE 7502	Intro to Tax Preparation	19.0 hours
VOCE 7503	Intro to Tax Prep Software	8.0 hours
VOCE 7504	Income Tax Prep Internship	40.0 hours