

Tax Preparation

Skill Set

15 Credit Hours

Purpose

The Tax Preparation Skill Set is of value to office workers who need tax preparation skills for cross-training and/or to increase employment opportunities.

The full Tax Preparation Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
AC 248	Income Tax Accounting	3
AC 250	Computerized Accounting	3
BU 115	Business Mathematical Applications	3

Dean: 304.896.7365

Administrative Secretary: 304.896.7385