



**Shoreline Community College**  
**16101 Greenwood Avenue North**  
**Shoreline, Washington 98133**

Length of Program: 15 credits  
Completion Award: Certificate of Completion  
Program Advisors: Carla Hogan (206) 546-4538 Rm 1419  
Dan King (206) 546- 4702 Rm 1415  
<http://www.shore.ctc.edu/shoreline/account.html>

**Approximate Quarterly Costs:**

Check quarterly class schedule for Tuition Table  
Parking Fee per Quarter: \$15  
Books, supplies, etc.: Varies per quarter, approximately \$200  
Enrollment: FWSp

**PROGRAM DESCRIPTION**

This course is designed to prepare students for entry level tax preparer positions.

**PROGRAM OUTCOMES**

Students who successfully complete this program will understand the basic accounting cycle for service and merchandising firms. Students will have basic understanding of federal income tax preparation requirements for individuals and small businesses.

**CAREER OPPORTUNITIES**

Certificate holders can be employed by private industry. The job outlook for tax preparation related occupations is good. The field also provides opportunities for temporary employment, and part-time work

**POTENTIAL POSITIONS INCLUDE**

Tax Preparer

**Career Ladder Short Term Programs:  
Tax Preparer**

**PROGRAM PREREQUISITES**

COMPASS reading score of 40 or ESL placement in ESL 100 **and** MATH 080.

**PROGRAM REQUIREMENTS**

ACCT 101	Practical Acctg I	5 credits
ACCT 170	Federal Income Tax Individuals/Small Business	5 credits
CIS 105	Computer Applications	5 credits
	<b>Total</b>	<b>15 Credits</b>

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