



# Certificate of Achievement BUSINESS ADMINISTRATION: **INCOME TAX FORM**



### WHAT IS INCOME TAX FORM

Income tax forms are the official government documents required to fill out when people and/or businesses pay taxes. Generally, the more complex the finances, the more tax forms may be needed.

### What You'll Do

### CAREER OPPORTUNITIES:

- Tax Examiners and Collectors, and Revenue Agents
- Tax Preparer
- Bookkeeper
- Accounting Representative
- Tax Manager Assistant
- Tax Analyst Assistant
- Assist to corporate and/or personal tax preparation
- Fill out the necessary income tax forms for their clients
- Compilation, review or audit work, bookkeeping, monthly and quarterly reporting for clients of Sales and Use Tax
- Research federal and state tax issues

### Required Courses:

ACCTG 1	
Introductory Accounting I	5
ACCTG 15	
Tax Accounting I	3
BUS 1	
Introduction to Business	3
BUS 38	
Business Computations	3
CAOT 85	
Microcomputer Office Applications: Spreadsheet	3

TOTAL UNITS 17