

# TAX PREPARER ASSISTANT CERTIFICATE

**Program Number:** 61-101-2

Certificate

**Campus:** Beaver Dam, Fond du Lac, West Bend, Online

This program is **not** eligible for financial aid

Learn to prepare taxes and start your career—or pick up a seasonal job—after only one semester with the Tax Preparer Assistant Certificate at MPTC.

## About the Program

The Tax Preparer Assistant Certificate offers a blend of accounting principles with income tax accounting basics. Students also build a knowledge of formulas, worksheet building and decision-making in a business environment.

## What You'll Learn

Students in the Tax Preparer Assistant Certificate focus on the process of preparing income taxes. Students are trained in the essentials of the Internal Revenue Code. Graduates are skilled at providing excellent customer service, locating necessary forms to complete taxes and identifying information.

Plus, all courses in this certificate directly transfer into the accounting assistant technical diploma (<https://catalog.morainepark.edu/programs/accounting-assistant/>) and accounting associate degree (<https://catalog.morainepark.edu/programs/accounting/>).

## Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer Opportunities (<https://www.morainepark.edu/academics/transfer-information/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

## Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

## Credit for Prior Learning

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/transfer-information/credit-for-prior-learning/>) page for more information.

## Approximate Costs

- \$141.00 per credit (resident)
- \$211.50 per credit (out-of-state resident)
- Online students are not charged out-of-state fees.
- Please refer to the MPTC Student Handbook (<http://www.morainepark.edu/studenthandbook/>) for additional enrollment fee information.

## Course Requirements

Course	Title	Credits
<b>Semester 1</b>		
101-112	Accounting 1	4
101-123	Income Tax Accounting	3
101-138	Data Management, Analysis and Reporting	3
103-159	Computer Literacy - Microsoft Office	1
<b>Credits</b>		<b>11</b>
<b>Total Credits</b>		<b>11</b>

## Pathways

- Accounting Associate Degree (<https://catalog.morainepark.edu/programs/accounting/>)
  - Accounting Assistant Technical Diploma (<https://catalog.morainepark.edu/programs/accounting-assistant/>)
    - Payroll Assistant Certificate (<https://catalog.morainepark.edu/programs/payroll-assistant-certificate/>)
    - Tax Preparer Assistant Certificate (p. 1)
- Bookkeeper Technical Diploma (<https://catalog.morainepark.edu/programs/bookkeeper/>)

Earn certificates, technical diplomas and an associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

## Career Opportunities

- Tax Preparer Assistant