

2025-2026

Certificate of Achievement in Enrolled Agent Preparation

Complete the following program of study (MajorC .CA). Major requirements (17 units minimum).

Enrolled Agent Preparation Program Certificate of Achievement is designed to provide students with a solid base of knowledge and skills to allow them to work in the field of taxation. The classes are tailored to meet the exam requirements to be licensed as an Enrolled Agent (EA). In addition to the specific knowledge and skills needed to understand and apply the tax code to different entities, students will also gain an understanding about the responsibilities of an EA.

Name: _____ Student ID: _____ Date: _____

Course Overview and Selection

Required Core Course (17 units):

Course	Course Description	Units	Completed	In Progress	Planned
ACCTG 4A	Financial Accounting	4			
BA 10	Introduction to Business	3			
ACCTG 53	Tax Accounting – Individual	3			
ACCTG 62	Tax Accounting – Business Entities	3			
ACCTG 63	Enrolled Agent Preparation	3			
ACCTG 19	Work Experience Education, Accounting	1			

Program Learning Outcomes:

Upon completion of this program, students will be able to:

1. Prepare tax returns for individuals, businesses, and partnerships.
2. Apply IRS (Internal Revenue Service) code to determine income, expenses and other credits/deductions.
3. Implement the filing requirements, and documentation needed by the IRS for different entities.
4. Utilize the proper authority, responsibility and due diligence of an Enrolled Agent.