



2024-2025 Certificate

Certificate: TAX PREPARER ASSISTANT (61-101-2)

Credits: 11 Credits

Description: Earners of the Gateway Technical College Tax Preparer Assistant certificate have demonstrated the ability to prepare tax returns for individuals and sole proprietorships. Earners are able to interpret figures and what they mean to an individual or company. Earners have experience using commercially available tax software. Certificate earners can obtain employment as a tax preparer or tax associate.

Related Program: Accounting

The sequence shown is the recommended path to completion. Courses will be scheduled in the terms indicated here. All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan. Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

REQUIRED COURSES

NOTE: Prerequisites (prereq- before/ coreq-with)

K-D = Kenosha Days, E-D Elkhorn Days, R-D = Racine Days, O = Online

F=Fall, S=Spring, SU=Summer

✓	Term One	Cr.	Prerequisite	Corequisite	K-D	R-D	E-D	O
	101-114 Accounting Principles	4			F	F	F	F/S/SU
	103-143 Computers for Professionals	3			F	F	F	F/S/SU
✓	Term Two	Cr.						
	101-104 Income Tax Accounting**	4			S	S	S	F/S/SU
	Total Credits	11						

NOTES:

- Evening students may earn this certificate at the Kenosha, Elkhorn, and Racine campuses by taking courses in a modified sequence. Please see your academic advisor for details.
- **Students must earn at least a "B" in Income Tax Accounting (101-104) to earn this certificate.
- Students who are interested in continuing into the 10-101-1 Accounting program can earn their associate degree by completing an additional 53 credits. Please see your academic advisor for details.

NOTE: Students must complete the certificate program with a cumulative GPA of 2.0 or above.