

## Tax Preparation

Skill Set  
15 Credit Hours

### Purpose

The Tax Preparation Skill Set is of value to office workers who need tax preparation skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
AC 248	Income Tax Accounting	3
AC 250	Computerized Accounting	3
BU 115	Business Mathematical Applications	3

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**