

PONTIS COMMUNITY SERVICES



PCS eLearn

TAX PREPARER (INDIVIDUALS) COURSE

The Tax Preparer Course – Individuals provides a comprehensive foundation in U.S. federal income tax preparation for individuals. Designed for aspiring tax professionals, bookkeeping staff, and those seeking to expand their financial skills, this course equips learners with the knowledge and practical tools needed to accurately prepare Form 1040 and related schedules while meeting IRS compliance and ethical standards.

COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

Courses Offered:

TPI 101 - Introduction to Tax Preparation / Filing Requirements & Status (1 Week)

TPI 102 - Gross Income / Adjustments to Income (1 Week)

TPI 103 - Deductions from AGI / Tax Credits (1 Week)

TPI 104 - Other Taxes & Payments / Refunds, Penalties, & Compliance (1 Week)

TPI 105 - E-Filing & Technology / Practice Preparation (1 Week)

TOTAL FOR COURSE COMPLETION - 5 WEEKS

EACH WEEK WILL CONSIST OF ONE (3 HOUR) LIVE VIDEO LECTURE