

PONTIS COMMUNITY SERVICES



PCS eLearn

TAX ADMINISTRATIVE ASSISTANT COURSE

This program prepares participants to function as administrative support professionals in tax and accounting offices. It blends core office administration skills (e.g., communication, document management, scheduling, software applications) with tax-office-specific knowledge (e.g., tax filings, credits, tax office workflow). Graduates will be able to assist tax preparers, handle client intake, manage records, and perform data and document tasks with an understanding of basic tax concepts.

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.

TAXAD 101 - Accounting and Bookkeeping Basics (3 Weeks)

TAXAD 102 - Tax Law, Ethics, and Due Diligence (1 Week)

TAXAD 103 - Office Procedures and Management (3 Weeks)

TAXAD 104 - Computer Applications (1 Week)

TAXAD 105 - Individual Income Tax Preparation (3 Weeks)

TAXAD 106 - Business Taxation (Foundational) (3 Weeks)

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