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Tax Preparer Certificate Program

Course Curriculum

Semester 01 (Tuition: \$1,960)

Course #	Course Title	Credits
10-101-111	Accounting 1	4
Credits: 4 Lecture Hours: 36 Lab Hours: 72 Students learn accounting concepts and principles in a logical step-by-step manner. Students will do extensive problem work. Students focus on accounting for both service and merchandising businesses.		
10-101-117	Taxes 1	3
Credits: 3 Lecture Hours: 36 Lab Hours: 36 Students learn basic federal and state tax law as it relates to individuals, including learning to research technical topics and use tax resource materials. Students will apply their knowledge by preparing tax returns using both manual and computerized preparation methods.		
10-103-105	Beginning Microsoft Word	1
Credits: 1 Lecture Hours: 18 This course is an introduction to Microsoft Word. Students will create, edit, and format documents while using the built-in proofing tools. Other topic areas covered include text, paragraph, & document formatting as well as working with graphics in documents. Basic experience with Windows is assumed.		
10-103-106	Beginning Microsoft Excel	1
Credits: 1 Lecture Hours: 18 This course is an introduction to Microsoft Excel. Students will learn the basic features to produce basic worksheets and charts. Other topic areas covered include formatting, formulas, built-in functions used to design functional worksheets to solve business problems. Basic experience with Windows is assumed.		
10-801-196	Oral/Interpersonal Communication	3
Credits: 3 Lecture Hours: 54 Students demonstrate competency in speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities and other projects.		
Total Credits: 12		12
Estimated Total Tuition*: \$1,960		