



2026 SYLLABUS

60-HOUR CTEC QUALIFYING ED. LIVE-INSTRUCTOR HYBRID COURSE

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Course Objective

This course provides entry-level tax education to meet the CTEC 60-Hour requirements to become a California Tax Preparer which consists of Federal and California Income Tax instruction, and Ethics. This course is a hybrid course that is online and once a week in-person during Practice days.

Prerequisites

No experience required; This course is for individuals who have little to no experience preparing taxes.

1. Must create CTEC account and get livescan. Livescan form provided by CTEC after account is created. Upload/Email proof of livescan to guardiantaxschool@gmail.com.
2. Create student portal account: www.prendo365.com/learn (select Karyn Chapman as your instructor when you create your account).

Course Description

This course is designed to give you the knowledge needed to fulfill IRS and CTEC requirements and give you a basic understanding of tax law and practice to ensure you serve your clients with the upmost quality. The study material has been organized to give line-by-line instructions for Form 1040, and how to complete the California return. In this course, you will a) Develop an in-depth understanding of individual basic tax law; b) Explore the application and practice of tax preparation; c) Strengthen critical thinking in the context of tax law and due diligence.

Course Material

- This course includes the California 60-Hour Qualifying Education e-book. Printed textbooks are available for purchase and may take 5–7 business days to arrive. Students should have notebook paper or a digital notebook, pencils, and a calculator. An optional 1.5–2-inch binder is recommended for class materials and practice returns. Some materials will be provided during in-person classes.
- Most coursework is completed online through the predo365 student account; this course requires Internet access. Computer use at the office is available if needed.



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Grading Criteria

Most assignments, exams, and review questions are completed online through the student portal (www.Prendo365.com). Must pass each topic with a minimum score of 70%.

Homework:

Each Chapter consists of reading an e-book or textbook, watching chapter video, complete practice tax return, and chapter quizzes.

Final Exam:

The Final consists of the following:

- Ethics and Preparer Penalties (10 multiple choice questions)
- Completing Test on Federal (215 multiple choice questions)
- California State Tax Law (65 multiple choice questions).

Certificates of Completion:

Students will be issued Certificates of Completion upon achieving a final grade of 70% or better on all assignments and exams, and upon completing the Course. The instructor's availability for tutoring or assistance is available during the duration of the course and up to **2 weeks** after the course ends.

Attendance:

Students' success in this course depends on attending each class, participating, completing all assignments, and reading/studying. This course is a hybrid course that is online and in-person during *Practice* days. Link and PowerPoint will be emailed the week before class starts. Anyone unable to attend in person will be responsible for printed materials to complete assignments. Let the instructor know if you are unable to attend in person. **Students who miss more than three (3) classes will be dropped from the course.**

Course Fees & Refund Policy

All sales are final.

Fees are Non-transferable and Non-refundable after the first class. Full Refund available up to 2 weeks before the first class, Partial refund available after 2 weeks before first class up until the end of first class. Refunds do not include the initial required deposit or cost for textbooks.



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Session 2: (Dates: 9/3 to 11/24)

Tuesdays Online 6pm-8:30pm & Thursdays In-Person 4pm-7pm

Course Topics/Schedule

This is a tentative schedule. Schedule is subject to change as needed.

Date	Module	Topic
R 9/3	Chapter 1	Overview of Form 1040 & 540
	Chapter 2	Filing Status, Dependents, and Standard Deduction
T 9/8	Chapter 3	Federal Income
R 9/10		<i>Practice (Chapters 1-3)</i>
T 9/15	Chapter 4	Adjustments to Income
R 9/17		<i>Practice (Chapters 1-4)</i>
T 9/22	Chapter 5	Other Taxes and Taxpayer Penalties
R 9/24		<i>Practice (Chapter 1-5)</i>
T 9/29	Chapter 6	Payments and Tax Credits
R 10/1		<i>Practice (Chapter 1-6)</i>
T 10/6	Chapter 7	Itemized Deductions
R 10/8		<i>Practice (Chapters 1-7)</i>
T 10/13	Chapter 8	Capital Gains & Losses
R 10/15		<i>Practice (Chapters 1-8)</i>
T 10/20	Chapter 9	Depreciation
R 10/22		<i>Practice (Chapters 1-9)</i>
T 10/27	Chapter 10	Schedule C Business Income
R 10/29		<i>Practice (Chapters 1-10)</i>
T 11/3	Chapter 11	Schedule E Rental Income
R 11/5		<i>Practice (Chapters 1-11)</i>
T 11/10	Chapter 12	Extensions, Amendments, Electronic Filing
R 11/12		<i>Practice (Chapter 12)</i>
T 11/17	Chapter 13	Ethics & Preparer Penalties
R 11/19		<i>Practice (Chapter 1- 13)</i>
T 11/24		Updates & Final Due

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