



TAX SCHOOL SYLLABUS

20-HOUR CTEC CONTINUING EDUCATION

Session 1 (Virtual): Class Date: September 23, 2025 – October 16th, 2025, Tues. & Thurs. 10am-12:30pm

Session 2 (In-Person): Class Date: September 23, 2025 – October 16th, 2025, Tues. & Thurs. 6pm-8:30pm

Course Objective

This course provides continuing education to meet the CTEC 20-Hour requirements to renew registration as a California Tax Preparer.

Prerequisites

This course is designed for individuals who are currently registered as Tax Preparers with at least 1 year experience preparing taxes.

1. You must create a student portal account: www.prendo365.com (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 an in-depth understanding of tax law and practice to ensure you serve your clients of the highest quality.

In this course, you will a) Develop an in-depth understanding of individual and business tax law; b) Explore the application and practice of advance tax preparation; c) Learn basic small business taxes for sole-proprietors and single-member LLC; d) strengthen critical thinking in the context of tax law within the context of tax law and the tax profession.

For students enrolled in the Quick Business Entities Workshop in December, you will learn the basics of preparing taxes for business entities including how to fill out 1065 Partnerships, 1120 C-Corporations, and 1120-S S-Corporations. Note: The Business Entities Workshop is a non-CE style workshop and is included with the 20-Hour CTEC course if registered during the Super-Saver Special.



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Course Material

- You will need notepaper or an electronic notebook, pencils, and a calculator. Optional: 1.5-2" binder for all your class materials and practice returns.
- Some coursework is completed online through your predo365 student account; this course requires Internet access. Computer use at the office may be available if needed.
- This course includes an E-BOOK. Textbooks can be purchased for \$169 if desired and can take up to 7-10 business days to arrive.

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 video, completing practice tax return, and completing the chapter quizzes.

Final Exam: The CTEC 20-Hour Course has a 3-Part Final consisting of completing a Test on Ethics, Federal Law, and California State Tax Law. The Test may include a combination of multiple-choice, fill-ins, true/false, and is open book.

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 Survey. Students who don't complete the course during the course dates can finish as self-study. 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. Each session will be recorded and made available to all students after each class. **In-Person students have the option of attending in person, or online via link.** Link will be emailed with PowerPoint each week of class. 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 two (2) classes will be dropped from the course.**

Course Fees & Refund Policy

The registration fee for the CTEC 20-Hour is \$329 if registered during the Early-Bird Special or \$399 after. Minimum deposit of \$199 required. Payment arrangements available on remaining balance if needed. All fees must be paid in full prior to the last week of the course.

All sales are final. **Fees are Non-transferable and Non-refundable after the 1st class.** Refunds do not include the initial required deposit or cost for textbooks.



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Course Topics/Schedule

The following topics will be covered in this course:

Date	Module	Topic
Review of the Basics: 1040 & 540		
Week 1	Module 1	Ethics/Preparer Penalties & Compiling Taxpayer Information
	Module 2	Taxable vs. Non-Taxable Income
Week 2	Module 3	Itemized Deductions & Adjustment to Income
	Module 4	Tax Credits Qualifications
Review of Business Taxes (Schedule C & CA Form 568)		
Week 3	Module 5	Schedule C Sole Proprietor Taxes
	Module 6	Schedule F Farm Income, Schedule E Rental Property, & Depreciation
Tax Practice & Updates		
Week 4	Module 7	Practice Returns & Getting Ready for Tax Season
	Module 8	Practice Returns & Getting Ready for Tax Season

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