



2025 SYLLABUS

60-HOUR CTEC COURSE

(SESSION 3)

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.

Prerequisites

No experience required; This course is designed 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 instructor.
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 highest 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. Physical Textbooks can be purchased if desired and can take up to 5-7 business days to arrive. 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 Material Provided for In-Person Class)**
- Most coursework is completed online through the prendo365 student account; this course requires Internet access. Computer use at the office is available if needed.



2025 SYLLABUS

60-HOUR CTEC COURSE

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. Each session will be recorded. Students have the option of attending in person, or online via zoom 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 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 1st class. Full Refund available before November 3rd, Partial refund available between the dates of November 3rd until the end of 1st class. Refunds do not include the initial required deposit or cost for textbooks.



2025 SYLLABUS

60-HOUR CTEC COURSE

Session 3

Course Topics/Schedule

The following topics will be covered in this course:

Date	Module	Topic
Th 11/13	Chapter 1	Overview of Form 1040 & 540
T 11/18	Chapter 2	Filing Status, Dependents, and Standard Deduction
Th 11/20	Chapter 3	Income
T 11/25	Chapter 4	Adjustments to Income
M 12/1		Practice
T 12/2	Chapter 5	Other Taxes and Taxpayer Penalties
Th 12/4	Chapter 6	Payments and Tax Credits
M 12/8	Chapter 7	Itemized Deductions
T 12/9		Practice
Th 12/11	Chapter 8	Schedule C Business Income
M 12/15	Chapter 9	Schedule E Rental Income & Capital Gains & Losses
T 12/16	Chapter 10	Schedule F & Depreciation
Th 12/18		Practice
M 12/22	Chapter 11	Extensions and Amendments
T 12/23	Chapter 12	Electronic Filing
M 12/29	Chapter 13	Ethics & Preparer Penalties
T 12/30		Final Due

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