

**INCOME TAX PREPARATION**  
**Clovis Community College**  
**Certificate of Achievement**  
**Catalog 2024-2025**

NAME		DATE	
STUDENT ID#		ADVISOR	

*Courses must be completed with a "C" or better*

ACCT 2410 Personal Tax Preparation	3	
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**TOTAL CREDITS REQUIRED**

**3 CR**

**(Successful completion of IRS Volunteer Preparer Certification Exam along with 20 hrs. of tax return preparation is required.)**

**All Courses requires a "C" or better**

**(A minimum of 25% of the total credits required for the certificate must be completed at CCC with a 2.0 cumulative CCC grade point average.)**