

Enrolled Agent (EA) Intensive Exam Prep Boot Camp Sample Syllabus Corporate College, a Division of Cuyahoga Community College

Welcome to the Enrolled Agent (EA) Intensive Exam Prep Boot Camp course. This is a challenging and informative course that requires a serious time, effort, and financial commitment. However, the many benefits of becoming an Enrolled Agent are well worth the significant effort and costs. You can do it!

Purpose of Course: Prepare candidates for successful passage of SEE (Special Enrollment Examination) and to become enrolled agents within the next 4 months.

Student Attendance: Student attendance and participation in this course is required. Students are expected to have read and reviewed the necessary information before class.

Prerequisites for Course: Students must have a basic understanding from previous education and/or experience for preparation for individual and business tax returns, at least three or more seasons. Practical experience can be substituted for education, 5-10 years experience. Students should have experience and/or education with individual tax return preparation, business tax return preparation, financial accounting, and intermediate financial accounting.

Course Delivery: This course is delivered virtually via WebEx with a live instructor on most Saturdays 9 am to 1 pm. See tentative course schedule below. Course will not be recorded. Students should not miss class.

Outside Class Work: Hours for student individual preparation per week outside of class are 20 to 30 hours depending on the student.

Tentative Class Schedule Subject to Change

Part I

Week 1 —Welcome and Introduction

Week 2 —SEE Part #1 Individual Tax --Chapters 1 to 3 Presentation, Problem Reviews, and Questions

Week 3 —Chapters 4 to 6—schedule and submit exam dates to your instructor

Week 4 —Chapters 7 to 9

Week 5 —**no class** – take a full length, timed Exam #1 practice exam on your own

Week 6 —Chapters 10 to 12

Week 7 —Chapters 13 to 14, and review for Exam #1- and take practice exam on your own

Week 8 —**no class**- take and pass SEE #1

Part II

Week 9 —Part 2 Business Tax—Chapters 1-3, take a practice exam on your own, send results to instructor

Week 10 —Chapters 4-6

Week 11 —Chapters 7-9

Week 12 —Chapters 10-12

Week 13 —**no class** take full-length timed practice exam on your own Exam #2

Week 14 —Chapters 13 to 16

Week 15 —Chapters 17 to 20. Review for SEE #2 and take full-length practice exam on your own.

Week 16 —**no class** take and pass SEE #2 exam

Part III

Week 17 —SEE #3 exam Representative and Ethics -- chapters 1-3—take a timed practice exam on your own send results to your instructor

Week 18 -Chapters 4 to 7

Week 19 —Review for SEE #3 last class. Take a full length, timed practice exam on your own.

Week 20 - **no class** take and pass SEE exam part #3 asap after this course!

Pass the EA (SEE) before next tax season!!! Good luck. You can do this and become an EA!!!