

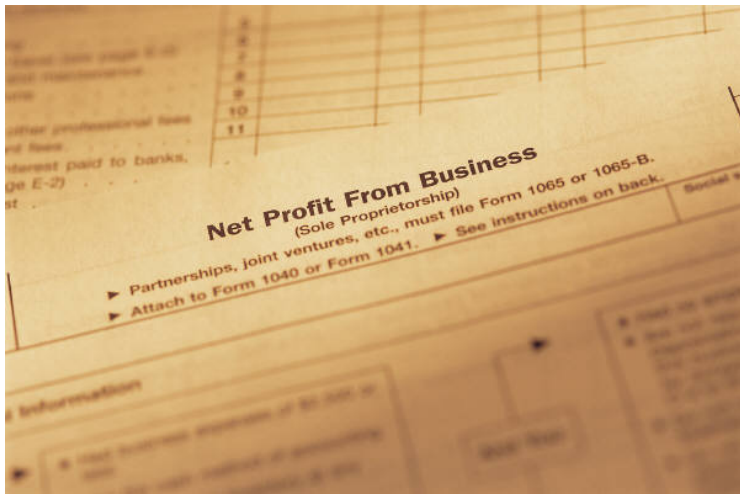


Business, Management & Legal Programs

Taxation Certificate

As changing tax laws continue to become more complex, individuals and corporations are employing trained specialists to assist them with tax planning and preparation. UCLA Extension's comprehensive taxation certificate curriculum is designed for real-world application, providing practical skills to help students and financial professionals meet the increasing demands of the tax profession, while also preparing individuals for industry certifications.

Candidates completing this program are awarded the Gold Seal Certificate of the University of California signed by the Dean of UCLA Extension.



General Information

Enrolling in a Certificate

To officially enroll in a certificate and be assured of completing the program under its current requirements, an Application for Candidacy and nonrefundable application fee must be submitted by the completion of the third course in the program. Enroll online at uclaextension.edu/taxation.

Transfer of Courses

A maximum of two courses can be transferred into the Taxation Certificate program. Courses must be equivalent in course content and unit value to be eligible and must have been taken within the last five years. If courses were taken beyond this time period, students may be allowed to take alternative courses in consultation with the Certificate Programs Advisor.

Grading

All courses to be applied toward this certificate must be taken for a letter grade; a grade of "C" or better is required. If you receive a grade of "C-" or lower, you must either repeat the course or confer with your Certificate Advisor to find a suitable substitute.

Course Scheduling

To determine if a course(s) is being offered, see the quarterly schedule of courses in the UCLA Extension catalog or visit our website: uclaextension.edu/taxation.

Internship

Internship in Taxation (X 427.124) provides internship opportunities for students who are officially enrolled in this certificate and have completed a minimum of 5 courses in the program. For information contact Yvette de la Cruz at (310) 206-1578; email: ydelacru@uclaextension.edu.

Degree Transferability

UCLA Extension courses numbered X 1-199 and XL 100-199 are degree credit courses. To determine if courses transfer to another school, contact the institution which you plan to transfer.

Cost of the Program

The following are approximations and are subject to change without notice. (Fees do not include online courses or the internship.)

Candidacy Fee (Nonrefundable): \$175

Course Fees: \$4,586

Textbooks: \$1,350

Approximate Total: \$6,086

In accordance with applicable Federal laws and University policy, the University of California does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, sex, sexual orientation, age, or disability. Inquiries regarding the University's equal opportunity policies may be directed to Office of Registrar, UCLA Extension, Suite 214, 10995 Le Conte Ave., Westwood; Voice/TDD: (310) 825-8845. For information on services for students with disabilities, or questions about accessibility, please call (310) 825-7851 (voice or TTY). Wheelchair accessible.

Taxation Certificate Curriculum

The 9-course Taxation Certificate provides students with a thorough understanding of taxation standards and principles. The program is ideal for individuals who are planning to pursue a full-time career in taxation, as well as for financial services professionals who want to provide tax preparation and advisory services. The curriculum is also relevant for students who are preparing for industry certification, including CPA and EA licensing.

Suggested Program Prerequisites

It is advisable that you complete the following (or equivalent) since they are prerequisites for a number of courses in the curriculum.

- X 1A Principles of Accounting ☺
- X 1B Principles of Accounting ☺

Recommended Core Courses (4 courses)

- X 127 Federal Income Taxation ☺
- X 427.111 Federal Tax Practice and Procedures
- X 427.8 Taxation of Corporations and Shareholders ☺
- X 427.9 Partnership Taxation ☺

Ethics Requirement (1 course)

- X 423.422 Ethics in Accounting ☺

Elective Courses (Select 4 courses)

- X 427.12 Estate and Gift Taxation ☺
- X 427.121 International Taxation ☺
- X 427.122 Taxation of Property Transactions ☺
- X 427.123 Tax Reporting and Governance for Nonprofit Organizations
- X 427.13 Payroll Tax and Accounting
- X 427.904 Retirement Plans and Other Employee Benefits ☺
- X 427.96 Federal Tax Research
- X 430.33 Income Taxation in Personal Financial Planning ☺
- X 439.3 Estate Planning ☺
- X 439.31 Advanced Estate Planning
- X 427.124 Internship in Taxation

☺ May be taken online.

Course Descriptions

All course descriptions and fees are subject to change.

Suggested Program Prerequisites

Principles of Accounting

X 1A Management 4 units

An introduction to accounting theory, principles, and practice, covering the uses, communication, and processing of accounting information, as well as the recording, analyzing, and summarizing procedures used in preparing balance sheets and income statements. Other topics include accounting for purchases and sales, receivables and payables, cash and inventories, plant and equipment, depreciation and natural resources, intangible assets, and payrolls. Sole proprietorships and partnerships also are examined.

Principles of Accounting

X 1B Management 4 units

This course covers corporations, analysis and interpretation of financial statements, and statements of cash flows, as well as examines accounting for operations of departments and manufacturing. Other topics include cost accounting systems and variable costing, budgeting as an aid to planning and control, authorization and issuance of capital stock, reporting the results of operations, bonds payable, income taxes, and business decisions. *Prerequisite:* X 1A Principles of Accounting.

Recommended Core Courses

Federal Income Taxation

X 127 Management 4 units

39.5 hours of MCLE credit available. Accepted by the Certified Financial Planner Board of Standards, Inc. for 30 hours of continuing education.

This course explores individual income taxation issues, including tax determination; personal and dependents exemptions; concepts and inclusions of gross income; general deductions and losses; deduction of certain business expenses and losses; depreciation, cost recovery amortization, and depletion; deduction of employee expenses; itemized deductions and losses; passive activity losses; property transaction gains and losses; nontaxable exchanges; and capital gains and losses. *Prerequisite:* X 1A and X 1B Principles of Accounting, or consent of instructor.

Federal Tax Practice and Procedures

X 427.111 Management 4 units

34 hours of MCLE credit available.

This course provides practical knowledge of the day-to-day practices and procedures of the Internal Revenue Service from rulings, collections, and criminal enforcement with specific references to statutes and regulations. The course enables taxpayers and practitioners to deal effectively with the IRS in representing themselves or a client and ensure that Service personnel do not overlap the bounds of their authority and fail to act in accordance with Service procedures in dealing with taxpayers. Topics include administrative structure of the IRS; ethical duties of taxpayers and practitioners; preparer penalties and the statute of limitations; IRS authority to obtain records from

taxpayers, tax clients, and third parties; consequences of noncompliance; IRS procedures in determining, reviewing, litigating, and collecting tax deficiencies; and the roles of the Examination Division, Appeals Division, Collection Division, and Criminal Enforcement Division. *Prerequisite:* X 127 Federal Income Taxation.

Taxation of Corporations and Shareholders

X 427.8 Management 4 units

34 hours of MCLE credit available.

This course examines classification of corporations and associations, organization of corporations, transfers of property to and from a corporation, small business stock, dividend distributions, earnings/profits, property dividends, basic problems in redemption of stock, attribution rules, and partial and complete liquidations. Instruction also covers accumulated earnings, subchapter S, and transactions between corporations and shareholders. *Prerequisite:* X 127 Federal Income Taxation, equivalent experience, or consent of instructor.

Partnership Taxation

X 427.9 Management 4 units

34 hours of MCLE credit available.

This course covers tax and legal aspects of forming, operating, and dissolving partnerships. Topics include the definition and conduct of a partnership; property, services, basis, and holding periods; interest and liabilities; operational and at-risk rules; allocation of distributive shares; transactions between partners; disposition of interest and property; distributions involving 751 assets; termination and 736 payments; death of partner; and setting up family and limited partnerships as an association for tax purposes. *Prerequisite:* X 127 Federal Income Taxation or equivalent experience and consent of instructor.

Ethics Requirement

Ethics in Accounting

X 423.422 Management 2 units

The business scandals of recent years have highlighted the importance of ethical behavior in the accounting profession. This 6-week course covers the elements necessary to make proper ethical decisions by first defining what ethics are and then identifying the questions that need to be asked in everyday business practices. Key ethical standards specific to the accounting profession are explored, highlighting the unique role of the accountant both as "trusted advisor" to his/her client and the (often conflicting) role of "reporter" of financial information to the marketplace and governmental agencies. The course begins with a study of the earliest models of business ethics through today's professional requirements of the AICPA Code of Professional Conduct, the State Board of Accountancy, and other regulatory agencies. Instruction includes writing assignments, classroom lecture, and presentations based on assigned readings. Students leave the course with a better overall understanding of the challenges of ethical business practices.

Elective Courses

Estate and Gift Taxation

X 427.12 Management 4 units

34 hours of MCLE credit available, including 2 hours of Legal Ethics and 1 hour of Elimination of Bias.

This course is intended for professionals who advise clients on estate and gift taxation matters including CPAs, EAs, personal financial planners and estate planning attorneys. The course examines the unified estate and gift tax, including such topics as includable transfer; valuation problems; deductions for costs, claims, encumbrances, and losses; marital deduction and community property exclusion; charitable deduction; tax computation under unified rate schedule; audit procedures; generation-skipping transfers; disclaimers; and basis of property acquired by gift or inheritance. *Prerequisite:* X 439.3 Estate Planning.

International Taxation

X 427.121 Management 4 units

This course is for accounting, tax, and finance professionals; international business managers; and lawyers who work with cross-border transactions involving the United States. Instruction explores the application of U.S. tax law to U.S. individuals and entities conducting transactions outside the U.S. as well as foreign individuals and entities conducting transactions in the U.S. Topics include the distinction between U.S.- and foreign-source income: taxation of U.S.-controlled foreign corporations, international tax treaties, taxation of cross-border acquisitions, the foreign tax credit, and transfer pricing. Students leave the course with an understanding on how U.S. tax law applies to international transactions and how to identify the key international tax issues that must be addressed. Students also learn the general concepts and policies that compose the international elements of the U.S. tax code. *Prerequisite:* X 127 Federal Income Taxation, equivalent experience, or consent of instructor.

Taxation of Property Transactions

X 427.122 Management 4 units

34 hours of MCLE credit available.

This course is designed for attorneys, taxation professionals, and others actively working in the real estate industry and who are interested in taxation issues associated with real estate transactions. The course builds on the basic tax principles learned by students in X 127 Federal Income Taxation and extends those principles to their application in the sale or other transfer of property. Students are provided with a detailed analysis of the federal income tax consequences resulting from sales, exchanges, and other dispositions of property, including such topics as determining the taxable event; ascertaining basis and amount realized; ascertaining gain or loss; limitations regarding the use of losses, including the at-risk and passive activity loss provisions; the importance of the distinction between capital and ordinary loss treatment; and the applicability of various non-recognition provisions, including like-kind exchanges and involuntary conversions.

Tax Reporting and Governance for Nonprofit Organizations

X 427.123 Management 4 units

Designed for CPAs, Enrolled Agents, tax managers, controllers, trustees, financial planners, and executive directors, this course presents tax-related guidelines and key issues for nonprofit organizations. Topics covered include a step-by-step process for corporate formation and application for recognition of tax-exempt status, unrelated business income, taxation of commercial activities conducted through joint ventures and subsidiaries, and federal income tax issues concerning the prohibition on private inurement and private benefit. Students learn a systematic approach to evaluating compliance with federal tax requirements and state nonprofit laws, including the Nonprofit Integrity Act of 2004 and the Pension Protection Act of 2006, as well as understanding and troubleshooting the newly revised Form 990. The course also covers the support tests for public charities and private foundation excise tax rules, property tax exemptions, sales taxes and issues unique to schools and churches, and nonprofit governance.

Payroll Tax and Accounting

X 427.13 Management 4 units

This course provides a fundamental introduction to the complexities and responsibilities of payroll tax laws, forms, and accounting and is targeted to those who employ others, are responsible for complying with the various tax laws, or work in a payroll department. The course extends beyond learning the traditional payroll tax forms and is intended for employers and accountants who have multi-national payroll responsibilities. After completion, students should have the skills to set up a rudimentary payroll tax system for a small office or business, as well as setting up and/or operating a payroll system within a larger corporation. The deposit requirements, penalties, and how these forms are to be used and filed are covered in addition to some exposure to tax treaties. Lectures include the use of workbook examples and the completion of tax forms required by the taxing authorities.

Retirement Plans and Other Employee Benefits

X 427.904 Management 4 units

34 hours of MCLE credit available, including 1 hour of Legal Ethics.

A survey of the various plans available to provide retirement and other investment-oriented employment benefits to employees, significant planning opportunities for tax deferral and capital accumulation, and the advantages and disadvantages of various alternatives. Topics include stock options, non-qualified deferred compensation plans, Section 125 cafeteria plans, and other nonpension-related benefits. Instruction emphasizes qualified corporate retirement plans, including pension and profit-sharing plans; non-corporate retirement programs, such as Keogh plans, IRAs, and Simplified Employee Pension plans; fiduciary responsibility requirements in connection with retirement plans; and taxation and timing of benefits from all of the above. Recent legislation is examined. *Prerequisite:* X 430.31 Survey of Personal Financial Planning, X 430.391 Financial Analysis in Personal Financial Planning, or consent of instructor.

Federal Tax Research

X 427.96 Management 4 units

25.5 hours of MCLE credit available.

Designed for professionals who seek to practice in the tax field, including lawyers, enrolled agents, or accountants, this interactive course examines the materials and methods used by tax practitioners to investigate tax issues and the questions raised by taxpayers and/or the taxing authorities. Participants examine methods used by professionals to approach and analyze tax issues/questions, centering on individual/group projects designed to emphasize legal research methodology, preparation of cogent legal documents and presentation with oral argument. General topics include methodology of tax research; sources of federal tax law, including the codes; administrative provisions; administrative rulings; and judicial interpretation and analysis of the laws and regulations. Instruction includes access to Internet tax libraries, as well as applicable websites that are integrated into the text. Students leave the course with the tools to analyze tax problems, reach a credible result, and present that result with written and oral efficacy. *Prerequisite:* X 127 Federal Income Taxation.

Income Taxation in Personal Financial Planning

X 430.33 Management 4 units

34 hours of MCLE credit available.

This course examines the issues and determination of tax liability for numerous events and activities as they relate to the financial plan. Students are provided with the information and tools of income taxation necessary for making financial planning decisions within the context of either personal or client financial goals and objectives. Topics include tax issues and concepts in relation to insurance, investments, benefit planning, intrafamily transactions, and business operations. Students are taught and asked to demonstrate an understanding of the following planning techniques: excluding income, deferring income, shifting income, and managing or timing income. *Prerequisite:* X 430.31 Survey of Personal Financial Planning, X 430.391 Financial Analysis in Personal Financial Planning, and X 427.08 Fundamentals of Tax Preparation I, or X 127 Federal Income Taxation, or consent of instructor.

Estate Planning

X 439.3 Management 4 units

34 hours of MCLE credit available, including 1 hour of Legal Ethics and 0.5 hour of Elimination of Bias. 36 hours of California Department of Insurance continuing education credit available.

This course is designed to aid accountants, trust officers, attorneys, life insurance underwriters, and financial planners in solving estate planning problems. Topics include tax objectives, wills and living trusts, the unlimited marital deduction, saving the "second tax," holding title to property, lifetime gifts and trusts, life insurance and annuities, employee benefit plans, business interests, and post-death problems. Recent tax law changes also are covered.

Advanced Estate Planning

X 439.31 Management 3 units

25.5 hours of MCLE credit available, including 1 hour of Legal Ethics. Accepted by the Certified Financial Planner Board of Standards, Inc. for 27 hours of continuing education.

This course examines estate planning techniques designed primarily for individuals with estates of more than \$5 million. Included are in-depth examinations of the following topics: generation-skipping transfers, life insurance planning and irrevocable life insurance trusts, and effective uses of charitable remainder trusts and charitable lead trusts. The course also includes an intensive review of discounted giving techniques, including Qualified Personal Residence Trusts, Grantor Retained Annuity Trusts and Unitrusts, and the effective use of gifts involving family limited partnerships and limited liability companies. The instructor encourages the attendance of attorneys, accountants, financial planners, life insurance agents, and trust officers. *Prerequisite:* X 439.3 Estate Planning or consent of instructor.

Internship in Taxation

X 427.124 Management 4 units

(Early-enrollment pricing does not apply to this course.)

The internship provides practical experience in a variety of accounting job functions in either the private or public accounting sector or within a general business environment. Projects include, but are not limited to, general accounting and consulting services, assisting in the preparation of financial statements, review and analysis of financial information, research and compilation of documents for completing tax returns, and performing bank reconciliations. Students intern with accounting companies within the Los Angeles area for a minimum of 75 hours. Companies offering internships do so with no obligation to provide compensation to interns. The internship is an opportunity to apply the material studied previously throughout the courses in the certificate program. *Prerequisite:* Students must be enrolled in and have completed a minimum of 5 courses in 1 of the following certificates: Accounting, Taxation, Business Administration with Concentration in Accounting or Taxation, or General Business Studies with Concentration in Accounting or Taxation.

Contact Us

Certificates

The Certificate Programs staff provides many services to students enrolled in certificates, including course selection advisement, record maintenance, transcript evaluations, problem resolutions, and course substitutions.

Telephone: (310) 206-1654

Email: fmpcertificate@uclaextension.edu

Website: uclaextension.edu/taxation

Course, Textbook, and Instructor Information

Program representatives are available to answer questions regarding textbook information, instructor follow-up, class scheduling, course outlines, and continuing education credit.

Sam Gomez

Telephone: (310) 825-4938

Email: sgomez@uclaextension.edu

UCLA Extension Student Services

Financial Aid Office

Telephone: (310) 825-4246

Email: finaid@uclaextension.edu

International Student Office

Telephone: (310) 825-9351

Email: iso@uclaextension.edu

Website: uclaextension.edu/intc

Industry Resource Guide

Internal Revenue Service (IRS)

(800) 829-4933

irs.gov/taxpros

California Tax Education Council (CTEC)

(916) 492-0457

ctec.org

National Association of Enrolled Agents (NAEA)

(202) 822-6232

naea.org

National Association of Tax Professionals (NATP)

(800) 558.3402

natptax.com

National Association of State Boards of Accountancy (NASBA)

(615) 880-4200

nasba.org

California Board of Accountancy

(916) 263-3680

dca.ca.gov/cba

American Institute of Certified Public Accountants (AICPA)

(888) 777-7077

aicpa.org

Financial Industry Regulatory Authority (FINRA)

(301) 590-6500

finra.org

Securities and Exchange Commission (SEC)

(800) 732-0330

sec.gov

Certified Financial Planner Board of Standards (CFP Board)

(800) 487-1497

CFP.net

Financial Planning Association (FPA)

(800) 322-4237

fpanet.org

Also of Interest

Enrolled Agent (EA) Exam Review Program

If you are planning to become an Enrolled Agent (EA), you are highly encouraged to complete UCLA Extension's exam review program in order to fully prepare for the Special Enrollment Examination (SEE). Our live, instructor-led review program fully prepares financial professionals who plan to become Enrolled Agents and sit for this very difficult examination. The exam review program provides a comprehensive curriculum covering all 3 parts of the exam:

- Individuals
- Businesses
- Representation, Practice, and Procedures

The courses are taught by IRS attorneys and CPAs who have extensive experience in tax preparation and the Internal Revenue Service.

To learn more visit our website at:

uclaextension.edu/taxation_eareview.

Annual Tax Controversy Institute

Scheduled each October, the Tax Controversy Institute is one of the preeminent conferences exclusively dedicated to tax controversy and tax litigation. The Institute's core mission is to provide an open forum for distinguished presenters and panelists to discuss, and debate, sometimes sensitive tax practice issues with an engaged audience. The conference has gained unparalleled national recognition in the field of tax controversy, representing a true partnership among members of the tax judiciary, government, and private tax practitioners.

Conference highlights:

- Learn the latest trends on tax controversy issues
- Attend high-quality presentations and panel discussions
- Network with leading tax professionals and IRS representatives
- Convenient, day-long format that includes continental breakfast, awards luncheon, and evening reception

To learn more visit our website at:

uclaextension.edu/TaxCon

Corporate Custom Training

UCLA Extension's custom-designed programs are tailored to meet the specific needs of a particular domestic or international group of participants. The content of each course or program can be expanded, contracted, and/or adapted to meet the needs of specific clients.

Custom-designed programs can be delivered at UCLA Extension in Los Angeles or at a client's worksite in the U.S., as well as delivered to clients overseas. The programs can be structured in various instructional formats, including intensive short programs to formats lasting up to twelve weeks.

Organizations seeking to expand management and leadership expertise, as well as encouraging entrepreneurship, innovation, and creativity, will surely benefit from UCLA Extension's custom-designed programs.

CONTACT OUR CORPORATE PROGRAMS UNIT

Learn how we can help your organization meet its professional development and corporate training objectives: customprograms@uclaextension.edu or (310) 206-4149, or visit us at uclaextension.edu/customprograms.

