



## Accounting Tax Preparation Specialist Certificate (TPS1)- 16 Credit Hours

**Program Description:**

The Tax Preparation Specialist certificate program is designed to provide entry-level skills for tax preparers. Topics include principles of accounting, tax accounting, business calculators, mathematics, and basic computer skills. Graduates may be employed as entry-level tax preparers in a variety of state and local government, educational services, healthcare, and accounting services industries. Starting salaries are approximately \$31,000 per year. This certificate is eligible for State Aid only.

**Contact:**

**Marschell Davidson, Accounting Program Chair**  
 706-756-4584  
 marschell.davidson@westgatech.edu

**Website:**

<https://www.westgatech.edu/program-explorer/business-healthcare-management/accounting/>

<b>Pre-Certificate Requirements</b>					
Program Specific					
<ul style="list-style-type: none"> <li>Learner Supplies- Basic calculator, Access to a computer with Internet Connection: 3 Mbps or higher, Adobe Reader 11.0 or higher, Windows PC: Windows 10, Intel Core i5 or comparable processor (2015 or newer) with at least 4 GB of RAM. Mac: OS X "Panther" 10.13 or newer</li> <li>GPA 2.0 or higher</li> </ul>					
<b>Set the Track, Start the Track, Stay on Track</b>					
<i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		CISM 2201 Foundations of Computer Applications	ALL	3	
		ACCT 1100 Financial Accounting I	ALL	4	Program Admission
				<b>7</b>	<b>Program Semester Hours</b>
✓	Grade	Semester 2	S	CR	Notes & Milestones
		ACCT XXXX Any ACCT course	ALL	3	See list of <a href="#">ACCT Courses Descriptions</a>
		ACCT 1125 Individual Tax Accounting	FA, SP	3	
		ACCT 2120 Business Tax Accounting	SP, SU	3	
				<b>9</b>	<b>Program Semester Hours</b>
Always check online <a href="https://www.westgatech.edu/">https://www.westgatech.edu/</a> and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

**Employment Opportunities:** <https://www.westgatech.edu/student-life/career-services/>

**Financial Aid by Program:** <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

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