

School of Business and Public Services

Accounting Tax Preparation Specialist TPS1—16 Credit Hours

Program Chair: ginger.dennis@westgatech.edu

Courses may rotate among the following locations: Carroll and LaGrange

| <input type="checkbox"/> | <p>**Learning Support Courses (refer to Admissions evaluation). Examples include: ENGL 0998 and MATH 0090. Not available online; courses must be completed on campus if student is provisional and not regular status.</p> <p><i>These courses are not calculated into students' institutional GPA. Learning support courses are individually assigned based on admissions testing results and program requirements. 0096 courses must be completed with the Adult Education department before starting college program—contact Admissions for questions regarding evaluations.</i></p> | | | |
|--------------------------|--|--------------------------------------|---|-------|
| Complete | Occupational Course Number (credits) | Course Name | Pre-requisite | Notes |
| <input type="checkbox"/> | **CISM 2201 (3) | Foundations of Computer Applications | None | |
| <input type="checkbox"/> | **ACCT 1100 (4) | Financial Accounting I | Regular Status (all learning support complete or no learning support required) | |
| <input type="checkbox"/> | ACCT 1125 (3) | Individual Tax Accounting | ACCT 1100 | |
| <input type="checkbox"/> | ACCT 2120 (3) | Business Tax Accounting | ACCT 1125 | |
| <input type="checkbox"/> | ACCT XXXX (3) | Accounting Elective | See Catalog | |

Credits for ACCT courses other than ACCT 2140 and ACCT 2145 are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

This program is eligible for State Aid only. Contact the Financial Aid office for eligibility requirements and application materials.

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