



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:

Kwabena Banahene D.B.A.
Program Coordinator
 770-467-6040
 kwabena.banahene@sctech.edu

Website:

<https://sctech.smartcatalogiq.com/en/current/catalog/business-programs/tps1-tax-preparation-specialist-technical-certificate-of-credit>

Pre-Certificate Requirements					
Program Specific					
<ul style="list-style-type: none"> • GPA 2.0 or higher 					
<i>S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		ACCT 1100 Financial Accounting I	ALL	4	
		ACCT 1125 Individual Tax Accounting	ALL	3	Program Admission
		COLL 1500 Student Success -OR- COMP 1000 Introduction to Computer Literacy	ALL	3	
				10	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		ACCT XXXX Any ACCT course	ALL	3	See list of ACCT Courses Descriptions
		ACCT 2120 Business Tax Accounting	SP, SU	3	
				6	Program Semester Hours
Meet with your Academic Advisor to ensure you are viewing the latest and most accurate information.					

Employment Opportunities: <https://www.sctech.edu/career-services/>

Articulation Agreements: <https://sctech.smartcatalogiq.com/current/catalog/articulation-agreements-between-southern-crescent-technical-college-and-other-colleges>

Financial Aid by Program: <https://www.sctech.edu/sctc-programs-by-financial-aid-fund-type/>

Southern Crescent Technical College does not discriminate on the basis of race, color, creed or religion, military status, national or ethnic origin, sex, age, or disability. The following persons has been designated to manage inquiries regarding the non-discrimination policies: Eben Risper, Title IX Coordinator for the Griffin Campus, Henry County Center, and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, eben.risper@sctech.edu, 770-228-7382; Teresa Brooks, ADA/Section 504 Coordinator for the Griffin Campus, Henry County Center and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, teresa.brooks@sctech.edu, 770-228-7258; Mary Jackson, Title IX and ADA/Section 504 Coordinator for the Flint River Campus, Butts County Center and Jasper County Center, 1533 Highway 19 South, Thomaston, GA 30286, mary.jackson@sctech.edu, 706-646-6224.