

---

## ACCOUNTING

### Tax Accounting Assistant Certificate

*This 18 credit-hour certificate program provides students with a basic understanding of tax law and tax procedures. The certificate includes coursework needed to obtain an entry-level position in national "chain" tax preparation companies as well as in CPA and accounting firms.*

#### Required:

Number	Course Title	Credits
ACC 101	Introduction to Financial Accounting .....	4
ACC 112	Quickbooks .....	2
ACC 155	Payroll Accounting .....	2
ACC 250	Individual Tax Accounting .....	3
ACC 251	Business Tax Accounting .....	3
ACC 261	Tax Research .....	1
CAS 160	Introduction to Business Software Packages <sup>1</sup> or	
ENG 130	Business Writing .....	3

<sup>1</sup> Students may substitute 3 credit hours from CAS 105, CAS 115, CAS 125, or CAS 215.