



Program Map
Accounting Tax Specialist



Degree: Accounting Tax Specialist Associate of Applied Science (AAS)
 Certificate: Accounting Tax Specialist Level 1 (C1)

BUSINESS

Program Description: This program is designed to provide an accounting curriculum for those students whose primary interests lie in the area of accounting, but who do not plan to work towards a four-year degree or become an accounting technician. This will be accomplished through providing a core curriculum of courses designed to impart a general theoretical and practical knowledge of accounting, and allowing the student discretion in selecting additional accounting and related courses.

Contact:
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 Department Chair
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 512-223-4757

Department Website
sites.austincc.edu/accounting

Note: In order to be granted the Associate of Applied Science Degree in Accounting, the student must maintain a 2.0 or better average for all accounting courses taken. Basic computer skills utilizing word processing, spreadsheet, and presentation software are recommended for all accounting courses.

Students interested in transfer should always contact ACC counselors and consult with an advisor or articulation officer from their receiving institution.

Final approval of the degree plan for graduation is provided by the Admissions Office. Application for graduation must be on file in the Admissions Office before the published deadline of the student's final semester. The ACC Catalog contains important information about graduation.

Example positions available in Accounting Tax Specialist include Bookkeeping, Tax Preparation, and Payroll Services.

*Use this **advising guide** to choose courses with your college advisor and track your progress towards milestones and completion of program.*

Pre-Degree Requirements		
Program Specific	Reading and Writing Placement <i>Placements based on TSI</i>	Mathematics Placement <i>Placements based on TSI</i>
<input type="checkbox"/> ACCT 2301 - Principles of Accounting I – Financial is the prerequisite for the certificate program.	<input type="checkbox"/> Basic Developmental Courses <input type="checkbox"/> ESOL Courses <input type="checkbox"/> INRW Courses	<input type="checkbox"/> MATD-0332 - Basic Math Skills <input type="checkbox"/> MATD-042x/032x – ALEKS Sequence <input type="checkbox"/> MATD-0385/0485 – Developing Mathematical Thinking <i>Not prerequisite for MATH-1314/1324</i> <input type="checkbox"/> MATD-0370 – Elementary Algebra <input type="checkbox"/> MATD-0390 – Intermediate Algebra <input type="checkbox"/> <i>Take MATD-0370 and 0390 to prepare for MATH-1314/1324</i>
<p><i>C1=Level 1 Certificate C2=Level 2 Certificate D=Degree</i></p> <p align="center">SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS <i>Plans can be modified to fit the needs of part-time students by adding more semesters</i></p>		

C 1	D	Semester 1	C R	Advising Notes
	•	EDUC 1300 - Effective Learning: Strategies for College Success	3	All first-time Austin Community College (ACC) students with fewer than 12 SCH of successful college credit must take the EDUC 1300 course in their first semester. All other students can choose a speech course from the Component Area Option section of the Core Curriculum Course List.
	•	MATH 1324 – Mathematics for Business and Economics	3	
	•	ECON 2302 - Principles of Microeconomics	3	
	•	BCIS 1305 - Business Computer Applications	3	
	•	ACCT 2301- Principles of Accounting I – Financial	3	

	1 5	Program Semester Hours	15	
C 1	D	Semester 2		Meet with your advisor
	•	ENGL 2311 - Technical and Business Writing	3	
•	•	ACCT 2302 - Principles of Accounting II-Managerial	3	For Certificate (C), may be taken in Semester 1
•	•	ACNT 1392 - Special Topics in Accounting Technician	3	For Certificate (C), may be taken in Semester 1
•	•	ACNT 1371 - Business Applications in Accounting	3	For Certificate (C), may be taken in Semester 1
•	•	ACNT 1331 – Federal Income Tax: Individual	3	For Certificate (C), may be taken in Semester 1
1 2	1 5	Program Semester Hours	15	
C 1	D	Semester 3		Meet with your advisor
•	•	ACNT 2303 - Intermediate Accounting I	3	For Certificate (C), may be taken in Semester 2
•	•	ACNT 1347 - Federal Tax for Partnerships and Corporations	3	For Certificate (C), may be taken in Semester 2
•	•	ACNT 1329 - Payroll and Business Tax Accounting	3	For Certificate (C), may be taken in Semester 2
•	•	Accounting Elective	3	Select Accounting Elective from: ACNT 2304, ACNT 2309, ACNT 2330.
	•	Language, Philosophy, and Culture OR Creative Arts	3	Select from the Language, Philosophy, and Culture OR Creative Arts areas of the Core Curriculum Course List.
1 2	1 5	Program Semester Hours	15	
C 1	D	Semester 4		Meet with your advisor
	•	BUSG 2317 - Business Law/Commercial	3	Apply online to graduate with Certificate (C1) or Degree (D) at the start of this semester.
•	•	Accounting Elective	3	Select Accounting Elective from: ACNT 2304, ACNT 2309, ACNT 2330.
•	•	ACNT 2332 - Accounting Information Systems	3	
•	•	ACNT 2331 - Internal Control and Auditing	3	
•	•	ACNT 2388 - Internship -- Accounting OR ACNT 1393 - Special Topics in Taxation	3	Capstone Course. Select topic Tax Research. Internship should be a location during tax assignments. For Certificate (C), take ACNT 1393 ACHIEVEMENT: Certificate (C1) or Degree (D)
1 2	1 5	Program Semester Hours	15	
3 6	6 0	Total Program Hours	60	

Career & Transfer Resources

ACC's Career & Transfer websites provide detailed, guided information on career exploration and transfer.

www.austincc.edu/career

www.austincc.edu/transfer

For further information regarding this specific program, please see the Career & Transfer Resources supplement provided in the next section of this Program Map.

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Career & Transfer Resources Updated 8/18/17

Career Information

Common Job Titles

Bookkeeping, Accounting, and Auditing Clerks; Billing, Cost, and Rate Clerks; Payroll and Timekeeping Clerks; Tax Preparers; Accountants; Financial Examiners; Auditors; Tax Examiners and Collectors, and Revenue Agents

Regional Labor Market Information

Tax Preparers: New workers generally start around \$31,268. Normal pay for Tax Preparers is \$47,986 per year, while highly experienced workers can earn as much as \$75,562. Over the last year, 9 companies have posted 384 jobs for Tax Preparers in this region. There are currently 1,007 Tax Preparers that are employed in Austin-Round Rock, TX.

Source: <https://austincc.emsicc.com/careers/tax-preparer>

Payroll Clerks: New workers generally start around \$32,119. Normal pay for Payroll and Timekeeping Clerks is \$43,736 per year, while highly experienced workers can earn as much as \$60,343. Over the last year, 100 companies have posted 387 jobs for Payroll and Timekeeping Clerks in this region. There are currently 926 Payroll and Timekeeping Clerks that are employed in Austin-Round Rock, TX.

Source: <https://austincc.emsicc.com/careers/payroll-and-timekeeping-clerk>

Career and labor market research tools (see Quick Reference Guide at <http://www.austincc.edu/career>):

EMSI: <https://austincc.emsicc.com/>, Bureau of Labor Statistics: <http://www.bls.gov/ooh/>, O*NET: <https://www.onetonline.org/>

Career Resources: ACC's career services website provides information on career exploration and employment at <http://www.austincc.edu/career>. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an ACC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

Transfer Information

The Associate of Applied Science in Accounting prepares students to directly enter the workforce; however, a Bachelor of Applied Arts and Sciences (BAAS) is an excellent alternative to the BBA degree. These degrees apply non-transferable courses and work experience towards the degree. You still must meet general education requirements and take upper level courses.

Transfer Guides: *The universities listed here do not constitute an ACC endorsement. Transfer course evaluations and determination of which courses will count toward a bachelor's degree are made by the receiving transfer institution.*

Texas State University: <http://www.owls.txstate.edu/undergraduate-degrees/applied-arts-sciences.html>

Concordia University Texas: <http://www.concordia.edu/academics/college-of-business-and-communication/baas-in-business.html>

Tarleton State University: <http://www.tarleton.edu/degrees/bachelors/baas-business/>

Texas A&M University - Central Texas: <https://www.tamuct.edu/degrees/undergraduate/business-management.html>

Texas Tech University: https://www.depts.ttu.edu/universitystudies/prospective_students/baas.php

Additional Transfer Resources: ACC's transfer website provides information on additional colleges & universities:

<http://www.austincc.edu/transferguides>. Students are encouraged to consult with a faculty advisor, area of study advisor, and/or their chosen transfer institution to ensure courses taken at ACC will apply toward their bachelor's degree program.