



CERTIFICATE OF COMPLETION-- Bookkeeping & Tax Technician 2023-2024

The Certificate for Bookkeeping and Tax Technician is designed for students who want entry level positions as bookkeepers in a business environment and who want to become Enrolled Agents so they can provide tax advice, prepare tax returns and represent clients before the IRS.

Most of this degree is available online. ACCT 2388 coursework will be online; job assignment will be in person.

TSIA Test Requirements (or equivalent)

Prior to: Grade 10, ELAR multiple choice section 945;
Grade 12, recommended--pass Math section

Visit the Accounting program website: mclennan.edu/accounting/

10

Fall

EDUC 1300
Learning Framework

Spring

ACNT 1303
Introduction to Accounting I

Summer

11

Fall

BCIS 1305
Business Computer Appl.
ACNT 1331
Federal Income Tax

Spring

ACNT 2331
Internal Control & Auditing
ACNT 1347
Fed. Income Tax
Partnerships/Corporations

Summer

12

Fall

ACNT 1329
Payroll & Business Tax Acct.
ACCT 2301
Principals/Financial Acct.

Spring

ACNT 2388
Internship - Accounting

Summer

Graduation!

Crosswalk Notes

These courses may apply toward the Accounting and Financial Services CTE pathway.

- ACNT 1303: 13016600 Accounting, Level 2
- BCIS 1305: 13011400 Business Information Management I, Level 1
- ACNT 1329: 13016700 Accounting II, Level 3
- ACCT 2301: 13016800 Financial Analysis, Level 3
- ACNT 2388: 012701300 Career Preparation I, Level 4

Course alignments are suggestions that should be evaluated by the ISD prior to adoption. Additional courses may be relevant to CTE pathway upon further review. Additional suggestions for course alignments available upon request.

**ISD
INFO**

Certificate of Completion - Bookkeeping & Tax Technician

Earn your next degree in Waco!

McLennan
COMMUNITY
COLLEGE

Associate of Applied Science,
Accounting

After completing MCC
coursework, consider
McLennan's University Center
for local access to
4-year degrees.

DebtFreeDegrees.com



TARLETON
STATE UNIVERSITY
Member of The Texas A&M University System
Waco @ MCC University Center

Become a Tarleton Texan without
leaving Waco!

Bachelor of Applied Arts & Sciences,
Business

Bachelor of Science in Applied Science,
Business Administration

DebtFreeDegrees.com

Scholarships are open to Waco students.



Texas Tech University brings
Lubbock to Waco!

Check out the degrees offered:
DebtFreeDegrees.com

Scholarships are open to Waco students.



Marketable skills

- Learn to apply Generally Accepted Accounting Principles to transaction analysis, financial statement preparation, and financial statement analysis.
- Be prepared to take the IRS Enrolled Agent examination, which on passing the exam, allows the student to provide tax advice, prepare tax returns, and represent a client before the IRS.
- Learn to use financial and business information to diagnose, propose, and implement solutions to business problems through research, synthesis, and application of information.

Career Opportunities

The Certificate in Bookkeeping & Tax Technician prepares students to work as:

- A bookkeeper in a business environment
- An Enrolled Agent, after passing the IRS examination

Visit the program website
www.mclennan.edu/accounting

Title IX & Non-Discrimination Statement

McLennan Community College provides equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. The following person is designated to handle inquiries regarding nondiscrimination policies: Claudette Jackson, Title IX, 1400 College Drive, 254-299-8645, titleix@mclennan.edu

McLennan Community College se compromete a proporcionar igualdad de oportunidades a todas las personas y no discrimina a ninguna persona independientemente de la raza, color, religión, origen nacional o étnico, género, discapacidad, edad, condición de veterano, información genética, orientación sexual, identidad de género, embarazo u otra categoría legalmente protegida en sus programas educativos, actividades o empleo. Para obtener información sobre el cumplimiento de esta política de no discriminación por parte de la institución, comuníquese con Claudette Jackson, Coordinador del Título IX, 1400 College Drive, 254-299-8645, titleix@mclennan.edu.