

# Tax Professional Short-Term Certificate

This certificate program is designed to prepare students for employment in the field of tax preparation, or for those who are already employed in the field but would like to acquire additional skills.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

**Subject:** Business Administration

**Program Code:**

STC-BUSX-BTAX

**CIP:**

52.0201

**Type:** Short-Term Certificate

## Required Courses

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
ACT 254	Business Income Tax	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
BUS 253	Individual Income Tax	3
CIS 146	Microcomputer Applications	3
CIS 197E	Microsoft Excel Expert	3
	<b>Total credits:</b>	<b>21</b>