

TAX SPECIALIST, SHORT-TERM TECHNICAL CERTIFICATE

Curriculum Code #0037

Effective May 2026

Division of Engineering, Business and Information Technologies (<http://catalog.lorainccc.edu/academic-programs/engineering-business-information-technologies/>)

The Tax Specialist Certificate prepares graduates for employment in tax preparation in the public, private and governmental sectors. The certificate integrates software and technology with tax theory.

Short-term Certificates contain basic academic and technical courses that are designed for entry-level employment situations. Some occupations or employers require an associate degree or higher.

First Year

Fall Semester		Hours
ACTG 151	ACCOUNTING I - FINANCIAL	4
CISS 121	MICROCOMPUTER APPLICATIONS I	3
SDEV 101	INTRODUCTION TO THE LCCC COMMUNITY ¹	1
ACTG 267	FEDERAL INCOME TAX PROCEDURES-INDIVIDUAL ³	4
Hours		12
Spring Semester		
CISS 212	SPREADSHEET APPLICATIONS ²	3
ACTG 268	FEDERAL INCOME TAX PROCEDURES-BUSINESS ENTITIES ²	4
Hours		7
Total Hours		19

¹ A student must register for the orientation course when enrolling for more than six credit hours per semester or any course that would result in an accumulation of 12 or more credit hours.

² Indicates that this course has a prerequisite.

³ Indicates that this course has a corequisite

This short-term technical certificate contains basic academic and technical courses that are designed for entry-level employment situations. Some occupations or employers require an associate degree or higher.

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For information about admissions, enrollment, transfer, graduation and other general questions, please contact your advising team (<https://www.lorainccc.edu/admissions-and-enrollment/advising-and-counseling/>).

More program information can be found on our website. (<https://www.lorainccc.edu/business-programs/accounting/>)

Credit for Prior Learning (PLA) options may be available for your program. For more information, please visit our website: www.lorainccc.edu/PLA (<http://www.lorainccc.edu/PLA>)

Program Learning Outcomes

1. Demonstrate foundational knowledge of the United States tax system, law and procedures.