

ACCOUNTING TECHNOLOGY
BOOKKEEPING CERTIFICATE-2004
SUGGESTED COURSE SEQUENCE

Put the Year/Semester You Complete Each Course in the Block Provided.

Semester I	Semester II
yr/sem _____ Business Student Success Seminar BUS 101 (Required Spring 2010) 1	yr/sem _____ Accounting Elective* * * 4
yr/sem _____ Financial Accounting * * ACC 132 4	yr/sem _____ Computerized Accounting Applications ACC 229 3
yr/sem _____ Business Administration BUS 121 4	yr/sem _____ Payroll Accounting ACC 227 3
yr/sem _____ Business Computer Applications BCA 120* 4	yr/sem _____ Business Communication ENG 230 3
yr/sem _____ Business Mathematics BUS 123 4	yr/sem _____ Business Law & Ethics ACC 130 3
yr/sem _____ College Composition ENG 124 3	16

20

36 TOTAL CREDIT HOURS

STUDENTS MUST STILL PASS THE Certified Bookkeepers Examination to become certified.

This examination is administered by the American Institute of Professional Bookkeepers.

*** SUCCESSFUL COMPLETION OF AOT102, AOT104, AOT105 AND AOT106 IS EQUIVALENT TO AND MAY BE SUBSTITUED FOR BCA120.**

**** STUDENT MAY ELECT TO TAKE ACC121 PRINCIPLES OF ACCOUNTING AS AN INTRODUCTION TO ACCOUNTING PRIOR TO TAKING THIS COURSE.**

*****STUDENTS MAY SELECT FROM ACCOUNTING ELECTIVES: ACC228, ACC124, or ACC133.**

NAME _____

PROGRAM **ACCT-TECHNOLOGY-BOOKKEEPING CERTIFICATE****COURSE REQUIREMENTS AND PREREQUISITES**

TECHNICAL Course No.	Course Name	CR	Taken Yr/Semester	Course No.	PRE/COREQUISITE Course Name
ACC132	FINANCIAL ACCOUNTING	4		BUS123	Business Mathematics (Corequisite)
BCA120	BUSINESS COMPUTER APPLICATIONS	4			AOT100 or IDS120 or placement by score on computer exam.
ACC229	COMPUTERIZED ACCOUNTING APPLICATIONS	3		ACC132 and BCA120	Financial Accounting and Business Computer Applications
ACC227	PAYROLL ACCOUNTING	3		ACC132	Financial Accounting
TECHNICAL ELECTIVES (must select 1 courses)					
ACC228	BUSINESS TAXATION	4		ACC132	Financial Accounting
ACC124	INDIVIDUAL TAXATION	4		BUS123	Business Mathematics
ACC133	MANAGERIAL ACCOUNTING	4		ACC132	Financial Accounting
NON-TECHNICAL					
BUS121	BUSINESS ADMINISTRATION	4		IDS102	Critical Analysis or Proficiency
BUS101	BUSINESS STUDENT SUCCESS SEMINAR	1			None
ACC130	BUSINESS LAW & ETHICS	3			None
BUS123	BUSINESS MATHEMATICS	4		MTH101	Intro. to Algebra or Proficiency
ENG124	COLLEGE COMPOSITION	3			ACT or COMPASS score or College Writing I, II, or III and Stark State writing course department assessment
ENG230	BUSINESS COMMUNICATION	3		ENG124	College Composition

Proper course placement is critical to success in learning. Business Technology students are expected to have completed all required college assessment tests and any defined developmental courses prior to registering for technical courses.

NOTE: Every course **MAY NOT** be offered every semester. All students should consult their academic advisors to plan their schedules and course sequence appropriately.