



ONE-YEAR CERTIFICATE ENROLLED AGENT

The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.

1920 Catalog
Effective Summer 2019

2005

Business and Information Technology Division

Accounting and Finance Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
ACC131	Taxation I	4	pre-co-ACC132	
ACC132	Financial Accounting*	4	BUS124	
ACC227	Payroll Accounting	3	pre-co-ACC121 or pre-co-ACC132	
ACC231	Taxation II	3	ACC131	
ACC234	Advanced Payroll▲	3	ACC227	
Total		17		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>	
ACC130	Business Law and Ethics	3		
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 or Proficiency	
BUS124	Business Analysis with Algebra^**	3	(MTH092 or proficiency) and (IDS102 or proficiency)	
COM121	Effective Speaking	3		
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency	
Total		16		
TOTAL CREDIT HOURS		33		

^Based upon SSC placement score.

^^To promote student success, this course should be taken in the first semester.

*Students may elect to take ACC121 Principles of Accounting as an introduction to accounting prior to taking this course.

**BUS124 is the equivalent to BUS123. Students who have successfully completed BUS123 do not need to take BUS124.

▲ Course offerings vary by semester. Please see your academic advisor for availability.

***Students must still pass the Enrolled Agent Examination to become certified.
This examination is administered by the Internal Revenue Service (IRS).***

FULL-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

Course Sequence

The semester-by-semester listing below provides the normal scheduling option for students seeking a one-year certificate.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
BUS124	Business Analysis with Algebra^**	3	(MTH092 or proficiency) and (IDS102 or proficiency)
ACC130	Business Law and Ethics	3	
ENG124	College Composition^	<u>3</u>	Co-ENG024 or Co-ENG011 or Proficiency
		10	
<u>Second Semester</u>			
ACC132	Financial Accounting*	4	BUS124
ACC131	Taxation I	4	pre-co-ACC132
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 or Proficiency
ACC227	Payroll Accounting	<u>3</u>	pre-co-ACC121 or pre-co-ACC132
		14	
<u>Third Semester</u>			
ACC231	Taxation II	3	ACC131
ACC234	Advanced Payroll▲	3	ACC227
COM121	Effective Speaking	<u>3</u>	
		9	
	TOTAL CREDITS	33	

^Based upon SSC placement score

^^To promote student success, this course should be taken in the first semester

*Students may elect to take ACC121 Principles of Accounting as an introduction to accounting prior to taking this course.

**BUS124 is the equivalent to BUS123. Students who have successfully completed BUS123 do not need to take BUS124.

▲ Course offerings vary by semester. Please see your academic advisor for availability.

***Students must still pass the Enrolled Agent Examination to become certified.
This examination is administered by the Internal Revenue Service (IRS).***