



CAREER ENHANCEMENT CERTIFICATE

QUICKBOOKS/PAYROLL

2021 Catalog
Effective Summer 2020

2018

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.

Business and Information Technology Division

Accounting and Finance Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
ACC132	Financial Accounting*	4	BUS124	
ACC227	Payroll Accounting	4	pre-co-ACC121 or pre-co-ACC132	
ACC229	Computerized Accounting Applications	3	(AOT226 or ITD122) and (ACC121 or ACC132)	
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 or proficiency	
BUS124	Business Analysis with Algebra^	3	(MTH022 or proficiency) and (IDS102 or proficiency)	
TOTAL CREDIT HOURS		17		

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.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
BUS124	Business Analysis with Algebra^	3	(MTH022 or proficiency) and (IDS102 or proficiency)
AOT226	Spreadsheet – Microsoft Excel^	<u>3</u>	ITD100 or proficiency
		6	
<u>Second Semester</u>			
ACC132	Financial Accounting*	4	BUS124
ACC227	Payroll Accounting	<u>4</u>	pre-co-ACC121 or pre-co-ACC132
		8	
<u>Third Semester</u>			
ACC229	Computerized Accounting Applications	<u>3</u>	(AOT226 or ITD122) and (ACC121 or ACC132)
		3	
	TOTAL CREDITS	17	

^Based upon SSC placement score.

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

To become a QuickBooks Certified User, students must pass an exam administered by Certiport.

To become a Certified Payroll Professional or achieve the Fundamental Payroll Certification, students must pass an exam administered by the American Payroll Association.