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|  Stark State COLLEGE  MAP MY ACADEMIC PLAN | ONE-YEAR CERTIFICATE BOOKKEEPING | 2023-24 Catalog Effective Summer 2023 |
| | <i>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.</i> | 2004 |

Business, Engineering, and Information Technologies Division

Accounting and Finance Department

| TECHNICAL Course Number | Course Title | Credits | Pre- and Co-Requisites | Completed Sem./Year |
|--------------------------------|--------------------------------------|----------------|---|----------------------------|
| ACC131 | Taxation I | 4 | ACC132 | |
| ACC132 | Financial Accounting* | 4 | pre-co-BUS124 | |
| ACC133 | Managerial Accounting | 4 | ACC132 | |
| ACC227 | Payroll Accounting | 4 | pre-co-ACC121 or pre-co-ACC132 | |
| ACC229 | Computerized Accounting Applications | 3 | pre-(ACC121 or ACC132) and pre-co-(AOT226 or ITD122) | |
| | Total | 19 | | |
| 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 | (MTH022 or MTH023 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 | | 35 | | |

^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.

Students completing this certificate may be eligible to also receive a QuickBooks/Payroll Career Enhancement Certificate (2018). The classes in this certificate also apply toward the completion of an Accounting Degree – Corporate Major (2001).

To become a Certified Bookkeeper, students must pass an exam administered by the American Institute of Professional Bookkeepers or by the National Association of Certified Public Bookkeepers.

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

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

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 | (MTH022 or MTH023 or proficiency) and (IDS102 or proficiency) |
| ACC132 | Financial Accounting* | 4 | pre-co-BUS124 |
| ACC227 | Payroll Accounting | 4 | pre-co-ACC121 or pre-co-ACC132 |
| AOT226 | Spreadsheet - Microsoft Excel^ | 3 | ITD100 or Proficiency |
| ENG124 | College Composition^ | <u>3</u> | Co-ENG024 or Co-ENG011 or Proficiency) |
| | | 18 | |
| <u>Second Semester</u> | | | |
| ACC130 | Business Law and Ethics | 3 | |
| ACC133 | Managerial Accounting | 4 | ACC132 |
| ACC229 | Computerized Accounting Applications | 3 | pre-(ACC121 or ACC132) and pre-co-(AOT226 or ITD122) |
| COM121 | Effective Speaking | 3 | |
| ACC131 | Taxation I | <u>4</u> | ACC132 |
| | | 17 | |
| | TOTAL CREDITS | 35 | |

^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.