

 <p>Stark State COLLEGE</p> <p>MAP MY ACADEMIC PLAN</p>	<p>CAREER ENHANCEMENT CERTIFICATE</p> <p>QUICKBOOKS/PAYROLL</p> <p><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></p>	<p>2023-24 Catalog</p> <p>Effective Summer 2023</p>
	<p>2018</p>	

Business, Engineering, and Information Technologies Division

Accounting and Finance Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
ACC132	Financial Accounting*	4	pre-co-BUS124	
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)	
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 or proficiency	
BUS124	Business Analysis with Algebra^	3	(MTH022 or MTH023 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.

First Semester

BUS124 Business Analysis with Algebra^

ACC132 Financial Accounting*

Credit Hours

3

4

7

Pre- and Co-requisites

(MTH022 **or** MTH023 **or** proficiency)
and (IDS102 **or** proficiency)

pre-co-BUS124

Second Semester

AOT226 Spreadsheet – Microsoft Excel^

ACC227 Payroll Accounting

3

4

7

ITD100 or proficiency

pre-co-ACC121 **or**
pre-co-ACC132

Third Semester

ACC229 Computerized Accounting Applications

3

3

pre-(ACC121 or ACC132) **and**
pre-co-(AOT226 or ITD122)

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.

The classes in this certificate also apply toward the completion of a Bookkeeping Certificate (2004) and an Accounting Degree – Corporate Major (2001)

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.