


| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|  <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>2024-25 Catalog</p> <p>Effective Summer 2024</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 | 3 | pre-co-ACC121 or pre-co-ACC132 | |
| ACC229 | Accounting Software and Analytics | 3 | pre-(ACC121 or ACC132) and pre-co-(AOT226 or ITD122) | |
| AOT226 | Spreadsheet – Microsoft Excel^ | 3 | ITD100 or proficiency | |
| BUS124 | Business Analysis^ | 3 | (MTH022 or MTH023 or proficiency) and (IDS102 or proficiency) | |
| TOTAL CREDIT HOURS | | 16 | | |

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^ | 3 | (MTH022 or MTH023 or proficiency) and (IDS102 or proficiency) |
| ACC132 | Financial Accounting* | 4 | pre-co-BUS124 |
| | | 7 | |
| <u>Second Semester</u> | | | |
| AOT226 | Spreadsheet – Microsoft Excel^ | 3 | ITD100 or proficiency |
| ACC227 | Payroll Accounting | 3 | pre-co-ACC121 or pre-co-ACC132 |
| ACC229 | Accounting Software and Analytics | 3 | pre-(ACC121 or ACC132) and pre-co-(AOT226 or ITD122) |
| | | 9 | |
| TOTAL CREDITS | | 16 | |

^Based upon SSC placement score.

*Student may elect to take ACC121 Introduction to Accounting prior to taking this course.

The classes in this certificate also apply toward the completion of a Bookkeeping Certificate (2004), an Accounting – Corporate Major degree (2001) and Accounting - Computer-Information Major degree (2008).

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.