

 	<p style="text-align: center;"><b>ONE-YEAR CERTIFICATE</b></p> <p style="text-align: center;"><b>BOOKKEEPING</b></p> <p style="text-align: center;"><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>	<b>2025-26 Catalog</b> Effective Summer 2025
		<b>2004</b>

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	3	pre-co-ACC121 <b>or</b> pre-co-ACC132	
ACC229	Accounting Software and Analytics	3	pre-(ACC121 or ACC132) <b>and</b> pre-co-(AOT226 or ITD122)	
<b>Total</b>		<b>18</b>		
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 <b>or</b> Proficiency	
BUS124	Business Analysis^	3	(MTH022 <b>or</b> MTH023 <b>or</b> proficiency) <b>and</b> (IDS102 <b>or</b> proficiency)	
COM121 <b>or</b> COM122 <b>or</b> ENG230	Effective Speaking <b>or</b> Interpersonal Communication <b>or</b> Business Communication	3 <b>or</b> 3 <b>or</b> 3	<i>Check for prerequisites</i>	
ENG124	College Composition^	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency	
<b>Total</b>		<b>16</b>		
<b>TOTAL CREDIT HOURS</b>		<b>34</b>		

^Based upon SSC placement score

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

\*Student may elect to take ACC121 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 – Corporate Major Degree (2001) and an Accounting – Tax Major Degree (2007).**

**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 PayrollOrg (PAYO).**

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

<b>2025-26 Catalog</b> Effective Summer 2025	<b>ONE-YEAR CERTIFICATE</b> <b>BOOKKEEPING</b>	<b>2004</b>
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## 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^	3	(MTH022 <b>or</b> MTH023 <b>or</b> proficiency) <b>and</b> (IDS102 <b>or</b> proficiency)
ACC132	Financial Accounting*	4	pre-co-BUS124
ACC227	Payroll Accounting	3	pre-co-ACC121 <b>or</b> pre-co-ACC132
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 <b>or</b> Proficiency
ENG124	College Composition^	<u>3</u>	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency)
		<b>17</b>	
<u>Second Semester</u>			
ACC130	Business Law and Ethics	3	
ACC133	Managerial Accounting	4	ACC132
ACC229	Accounting Software and Analytics	3	pre-(ACC121 or ACC132) <b>and</b> pre-co-(AOT226 or ITD122)
COM121	Effective Speaking	3	
<b>or</b>	<b>or</b>	<b>or</b>	
COM122	Interpersonal Communication	3	<i>Check for prerequisites</i>
<b>or</b>	<b>or</b>	<b>or</b>	
ENG230	Business Communication	3	
ACC131	Taxation I	<u>4</u>	ACC132
		<b>17</b>	
	<b>TOTAL CREDITS</b>	<b>34</b>	

^Based upon SSC placement score

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

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