

 	ONE-YEAR CERTIFICATE ENROLLED AGENT <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>	2025-26 Catalog Effective Summer 2025
		2005

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	
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)	
ACC231	Taxation II	3	ACC131	
Total		17		
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^	3	(MTH022 or MTH023 or proficiency) and (IDS102 or proficiency)	
COM121 or COM122 or ENG230	Effective Speaking or Interpersonal Communication or Business Communication	3 or 3 or 3	<i>Check for prerequisites</i>	
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency	
Total		16		
TOTAL CREDIT HOURS		33		

^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 Tax Preparer Career Enhancement Certificate (2017) and a QuickBooks/Payroll Career Enhancement Certificate (2018). The classes in this certificate also apply toward the completion of an Accounting – Tax Major Degree (2007).

To become an Enrolled Agent, students must pass an exam administered by the Internal Revenue Service.

2025-26 Catalog Effective Summer 2025	ONE-YEAR CERTIFICATE ENROLLED AGENT	2005
---	--	-------------

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 or MTH023 or proficiency) and (IDS102 or proficiency)
ACC132	Financial Accounting*	4	pre-co-BUS124
AOT226	Spreadsheet - Microsoft Excel^	<u>3</u>	ITD100 or Proficiency
		11	
<u>Second Semester</u>			
ACC130	Business Law and Ethics	3	
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
ACC131	Taxation I	<u>4</u>	pre-co-ACC132
		10	
<u>Third Semester</u>			
ACC231	Taxation II	3	ACC131
COM121	Effective Speaking	3	
or	or	or	
COM122	Interpersonal Communication	3	<i>Check for prerequisites</i>
or	or	or	
ENG230	Business Communication	3	
ACC229	Accounting Software and Analytics	3	pre-(ACC121 or ACC132) and pre-co-(AOT226 or ITD122)
ACC227	Payroll Accounting	<u>3</u>	pre-co-ACC121 or pre-co-ACC132
		12	
TOTAL CREDITS		33	

^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.