

	<b>CAREER ENHANCEMENT CERTIFICATE</b>  <b>TAX PREPARER</b>  <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>	<b>2025-26 Catalog</b> Effective Summer 2025
		<b>2017</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	
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)	
ACC231	Taxation II	3	ACC131	
AOT226	Spreadsheet – Microsoft Excel^	3	ITD100 or proficiency	
BUS124	Business Analysis^	3	(MTH022 <b>or</b> MTH023 <b>or</b> proficiency) <b>and</b> (IDS102 <b>or</b> proficiency)	
<b>TOTAL CREDIT HOURS</b>		<b>23</b>		

### 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^	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
AOT226	Spreadsheet – Microsoft Excel^	<u>3</u>	ITD100 or proficiency
		<b>10</b>	

#### Second Semester

ACC227	Payroll Accounting	3	pre-co-ACC121 <b>or</b> pre-co-ACC132
ACC131	Taxation I	<u>4</u>	ACC132
		<b>7</b>	

#### Third Semester

ACC231	Taxation II	3	ACC131
ACC229	Accounting Software and Analytics	<u>3</u>	pre-(ACC121 or ACC132) <b>and</b> pre-co-(AOT226 or ITD122)
		<b>6</b>	
<b>TOTAL CREDITS</b>		<b>23</b>	

^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 an Enrolled Agent Certificate (2005) and an Accounting – Tax Major Degree (2007).***