

ENROLLED AGENT CERTIFICATE [6166]

10 CREDIT HOURS



This certificate is only offered in the fall semester. Classes are offered at night or online.

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACCT 205*	Individual Income Taxation	3		
ACCT 206*	Business Income Taxation	4		
ACCT 207*	Ethics, Tax Administration & Planning	3		
Total Credit Hours		10		

* denotes a fall only class

BOOKKEEPING CERTIFICATE [6167]

9 CREDIT HOURS



This certificate is only offered on a 2-semester sequence, beginning in the Fall. Classes are offered at night or online.

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACCT 120*	Small Business Accounting	3		
ACCT 130**	Quickbooks Accounting		3	
ACCT 150**	Small Business Accounting		3	
Total Credit Hours		3	6	

* denotes a fall only class

**denotes a spring only class

PARAPROFESSIONAL ACCOUNTING ASSISTANT CERTIFICATE [6165]

28 CREDIT HOURS



STUDENTS ALSO RECEIVE THE FOLLOWING CERTIFICATES:

- Bookkeeping Certificate – 9 credit hours
- Enrolled Agent Certificate – 10 credit hours

This recommended sequence is based on a full-time, 2-semester schedule beginning in the fall. This program can also be started in the summer or spring semesters, or taken part-time. See your academic advisor to adjust your plan of study.

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACCT 120*	Small Business Accounting	3		
ACCT 205*	Individual Income Taxation	3		
ACCT 206*	Business Income Taxation	4		
ACCT 207*	Ethics, Tax Administration & Planning	3		
BUSN 145	Employment Success Strategies <i>[open learning]</i>	1		
ACCT 130**	Quickbooks Accounting		3	
ACCT 150**	Small Business Accounting		3	
ACSM 136*	Excel Level I <i>[open learning]</i>		1	
ACSM 137*	Excel Level II <i>[open learning]</i>		1	
BUSN 115	Business Communications		3	
BUSN 150	Customer Relations		1	
Program Elective(s)	Choose from course(s) listed below		2	
Total Credit Hours		14	14	

* denotes a fall only class

**denotes a spring only class

*proficiency exam available

#Electives: at least 2 total hours needed. Choose any combination of:

- ACSM 138
- ACCT 200, ACCT 201
- BUSN 108, BUSN 299 (add'l hour)
- SVL 101

BUSINESS TECHNOLOGY – ACCOUNTING

ASSOCIATE IN APPLIED SCIENCE [MIC 5121]

60 CREDIT HOURS



STUDENTS ALSO RECEIVE THE FOLLOWING CERTIFICATES:

- Bookkeeping Certificate – 9 credit hours
- Enrolled Agent Certificate – 10 credit hours
- Paraprofessional Accounting Assistant – 28 credit hours

This recommended sequence is based on a full-time, 6-semester schedule beginning in the fall. This program can also be started in the summer or spring semesters, or taken part-time. See your academic advisor to adjust your plan of study. Core classes offered in evening, online and open learning formats.

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACCT 120*	Small Business Accounting	3		
ACSM 101 [‡]	Introduction to Microcomputers	3		
ACSM 136 [‡]	Excel Level I [open learning]	1		
ACSM 137 [‡]	Excel Level II [open learning]	1		
ACCT 205*	Individual Income Taxation	3		
ENGL 101	Critical Reading & Writing	3		
ACCT 130**	Quickbooks Accounting		3	
ACCT 150**	Small Business Accounting		3	
BUSN 115	Business Communications		3	
BUSN 150	Customer Relations		1	
OTEC 101 [‡]	Keyboarding [open learning]		1	
Math	Any college level math course or TMAT 103 [‡]		3-4	
Social science	Any social science general education course			3
Total Credit Hours		14	14-15	3

SECOND YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACCT 206*	Business Income Taxation	4		
ACCT 207*	Ethics, Tax Administration & Planning	3		
BUSN 145	Employment Success Strategies	1		
BUSN 170*	Supervision	3		
Program Elective(s)	Choose from course(s) listed below	2		
ACSM 146 [‡]	Access Level I [open learning]		1	
ACSM 147 [‡]	Access Level II [open learning]		1	
ACSM 156 [‡]	Word Level I [open learning]		1	
ACSM 157 [‡]	Word Level II [open learning]		1	
ACSM 166	Outlook and OneNote [open learning]		2	
BUSN 299	Internship in Business		1	
DMED 101	Introduction to Digital Media		3	
Humanities or fine arts	Any humanities or fine arts general education course		3	
Life/Physical Science	Any life/physical science general education course			3
Total Credit Hours		13	13	3

* denotes a fall only class

**denotes a spring only class

[‡]proficiency exam available

#Electives: at least 2 total hours needed. Choose any combination of:

- ACSM 138 (you will also earn the Excel Microsoft Office Specialist Microcertificate)
- ACCT 200, ACCT 201
- BUSN 108, BUSN 299 (add'l hour)
- SVL 101