

NORTH CENTRAL STATE COLLEGE

Certified Bookkeeping Certificate 2021-2022

FALL				YEAR ONE	
Complete	Term	Course Number	Course Title	Prerequisites	Credits
		ACCT 1010[^]	Financial Accounting		4
		ACCT 2012	Taxation I		3
		CISS 1220	Microsoft Excel	CISS 1020 or pass Computer Literacy & Keyboarding Assessment	2
		[^] Milestone course		Semester Credit Hours	9

SPRING				YEAR ONE	
Complete	Term	Course Number	Course Title	Prerequisites	Credits
		ACCT 1052	Computerized Accounting	ACCT 1010	2
		CISS 1280	Microsoft Excel Advanced	CISS 1220	2
		ACCT 1070	Payroll Accounting	ACCT 1052 (co-requisite)	2
		ACCT 1090	Certified Bookkeeper Preparation	ACCT 1010, ACCT 2012, CISS 1220 (Pre-requisites) ACCT 1070 (co-requisite)	2
		[^] Milestone course		Semester Credit Hours	8
TOTAL SEMESTER HOURS					17

c = Can be concurrent m = Must be concurrent

* All incoming students will be required to provide ACT scores or take a placement test. Based on their scores, students will be placed in appropriate English and mathematics courses. Successful completion of developmental English, and mathematics prerequisites require a grade of C- or above in the course. Developmental English and mathematics course prerequisites can also be attained through placement testing. See the [Standardized Testing Cutoff Scores](#) for specific tests and test scores.

The College strongly recommends that students be covered by hospitalization insurance, which can be purchased through a private carrier. To obtain a brochure regarding insurance, contact the Student Success Center. (Rm 103 Kee Hall) or call toll free 888-755-4899, ext. 4761 or locally 419-755-4761.