NAME: _____   *A#*_____   *CATALOG YR:* <u>**2017 - 2018**</u>

GENERAL EDUCATION	
No General Education Courses Required for the Technical Certificate	

FIRST YEAR – FALL SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
ACCT 1010-Principles Accounting I	3			Level 2 placement in Math and Reading	
BUSN 1360- Software Applications for Business	3			Level 2 placement in Reading	
ADMN 1310-Business Communications	3			BUSN 1360	
Total Credit Hours	**9**				
FIRST YEAR – SPRING SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
ACCT 1020-Principles of Accounting II	3			ACCT 1010	
ACCT 1371- Accounting Spreadsheets I	3			BUSN 1360	
ACCT 2382-Accounting Systems Applications	3			ACCT 1010 and knowledge of basic computer fundamentals	
ACCT 2301 – Payroll Accounting	3			ACCT 1010 and BUSN 1360	Completion of or concurrent enrollment in ACCT 1371 recommended before taking ACCT 2301
Total Credit Hours	**12**				
SECOND YEAR – FALL SEMESTER					NOTES
Course No. and Title	*Cr.*	*Term*	*Grade*	*Prerequisite*	
ACCT 2321-Intermediate Accounting I	3			ACCT 1020 and BUSN 1360	
ACCT 2331-Tax Accounting	3			ACCT 1020	
ACCT 2381-Accounting Databases OR ACCT 2391-Special Topics in Accounting	3			See catalog	
Total Credit Hours	**9**				
Total Certificate Hours	**30**				

Program Notes :
- All courses apply to the Associate of Applied Science degree in Accounting.
- All accounting curriculum courses require a grade of C or higher for completion.

It is the student's responsibility to ensure that all requirements for the certificate are met. It is best to work out a systematic approach to taking the required courses, because not all courses may be offered every semester, especially the second year courses. Please work with your accounting advisor when scheduling courses.

To receive your certificate you must complete and file an Intent to Graduate Form. The form can be obtained from the Records Office or downloaded from the Records Office website link.