

## TECHNICAL CERTIFICATE WORKSHEET ACCOUNTING TECHNICIAN

Courses prerequisite to another class require a minimum grade of "C" in order to advance to the next course.

Section Completed	Completed	Grade	Semester	Discipline	Class #	Class Name	Hours
<b>General Education Core - 6 Credit Hours Total</b>							
Required class							
<input type="checkbox"/>	<input type="checkbox"/>		Fall/Spring	OFAD	1133	<b>Business English</b>	3
	<input type="checkbox"/>		Fall/Spring	OFAD	1053	<b>Business Math</b> Prerequisite: ACT math score of 18 or equivalent score on COMPASS Pre-Algebra or Algebra tests, or completion of LAD-9031 Foundations of College Math 1C	3
	OR						
	<input type="checkbox"/>		Fall/Spring	MATH	1053	<b>Applied Mathematics</b> Prerequisite: ACT math score of 18 or equivalent score on COMPASS Pre-Algebra or Algebra tests, or completion of LAD 9031 Foundations of College Math 1	
<b>Major Specific Courses - 27 Credit Hours Total</b>							
All of the following courses are required							
<input type="checkbox"/>	<input type="checkbox"/>		Fall/Sp/Su	ACT	1103	<b>Principles of Accounting I</b>	3
	<input type="checkbox"/>		Fall/Spring	ACT	1113	<b>Principles of Accounting II</b> Prerequisite: ACT 1103 Principles of Accounting I	3
	<input type="checkbox"/>		Fall	ACT	1203	<b>Computerized Accounting</b> Prerequisite: OFAD 1103 Keyboarding I or a formal keyboarding course; ACT 1103 Principles of Accounting I, ACT 1002 Basic Accounting or Instructor Permission	3
	<input type="checkbox"/>		Fall/Spring	BUS	1193	<b>Consumer Economics</b>	3
	<input type="checkbox"/>		Spring/Summer	BUS	2033	<b>Business Communications</b> Prerequisite: OFAD 1133 Business English; CIS 1013 Information Systems I or OFAD 1063 Word Processing I	3
	<input type="checkbox"/>		Fall/Sp/Su	CIS	1013	<b>Information Systems I</b> Prerequisites: OFAD 1103 Keyboarding; CIS 1001 Introduction to Computing I or competency test	3
	<input type="checkbox"/>		Spring	CIS	1173	<b>Spreadsheets I</b> Prerequisite: CIS 1013 Information Systems I; CIS 2013 Information Systems II recommended	3
	<input type="checkbox"/>		Fall/Spring	OFAD	1203	<b>Business Practices &amp; Procedures</b>	3
	<input type="checkbox"/>		Summer	ACT	2393	<b>Accounting Technology Internship</b> Prerequisites: All classes for the Accounting Technology Technical Certificate must be completed and a "C" average maintained	3
<b>Major Specific Courses - 3 Credit Hours Total</b>							
Select one of the following courses							
<input type="checkbox"/>	<input type="checkbox"/>		Fall	BUS	1133	<b>Introduction to Income Taxes</b>	3
	<input type="checkbox"/>		Spring	ACT	1013	<b>Payroll Accounting</b>	3

Minimum Total Credit Hours: **36**

**Bring this degree plan every time you meet with a counselor for advising and updating.**  
**NOTE: STUDENTS MUST SUBMIT A GRADUATION APPLICATION TO RECEIVE ANY DEGREE OR CERTIFICATE.**  
**SEE ACADEMIC CALENDAR FOR SUBMISSION DEADLINES.**