

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
General Education Core - 6 Credit Hours Total							
Required class							
<input type="checkbox"/>	<input type="checkbox"/>		Fall/Spring	OFAD	1133	Business English	3
	<input type="checkbox"/>		Fall/Spring	OFAD	1053	Business Math 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
	<input type="checkbox"/>		Fall/Spring	MATH	1053	Applied Mathematics 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	
Major Specific Courses - 27 Credit Hours Total							
All of the following courses are required							
<input type="checkbox"/>	<input type="checkbox"/>		Fall/Sp/Su	ACT	1103	Principles of Accounting I	3
	<input type="checkbox"/>		Fall/Spring	ACT	1113	Principles of Accounting II Prerequisite: ACT 1103 Principles of Accounting I	3
	<input type="checkbox"/>		Fall	ACT	1203	Computerized Accounting 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	Consumer Economics	3
	<input type="checkbox"/>		Spring/Summer	BUS	2033	Business Communications 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	Information Systems I Prerequisites: OFAD 1103 Keyboarding; CIS 1001 Introduction to Computing I or competency test	3
	<input type="checkbox"/>		Spring	CIS	1173	Spreadsheets I Prerequisite: CIS 1013 Information Systems I; CIS 2013 Information Systems II recommended	3
	<input type="checkbox"/>		Fall/Spring	OFAD	1203	Business Practices & Procedures	3
	<input type="checkbox"/>		Summer	ACT	2393	Accounting Technology Internship Prerequisites: All classes for the Accounting Technology Technical Certificate must be completed and a "C" average maintained	3
Major Specific Courses - 3 Credit Hours Total							
Select one of the following courses							
<input type="checkbox"/>	<input type="checkbox"/>		Fall	BUS	1133	Introduction to Income Taxes	3
	<input type="checkbox"/>		Spring	ACT	1013	Payroll Accounting	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.