

CERTIFICATE OF PROFICIENCY WORKSHEET

ACCOUNTING TECHNOLOGY

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

Completed	Grade	Semester	Discipline	Class #	Class Name	Hours
Core Courses - 12 Credit Hours Total						
All courses are required						
<input type="checkbox"/>		Fall/Spring	OFAD	1133	Business English	3
<input type="checkbox"/>		Fall/Sp/Su	ACT	1103	Principles of Accounting I Prerequisite: ACT 1002 Basic Accounting or ACT, score of 18 in math (or comparable COMPASS score) and Business English or English Composition I or an ACT score of 17 in Reading (or comparable COMPASS score)	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 or ACT 1002 Basic Accounting or Instructor Permission	3
<input type="checkbox"/>		Fall	BUS	1133	Introduction to Income Taxes	3
<input type="checkbox"/>		Fall/Sp/Su	CIS	1013	Information Systems I Prerequisites: OFAD 1103 Keyboarding I ; CIS 1001 Introduction to Computing I; or competency test	3

Minimum Total Credit Hours: **15**