

Name: _____ SID: _____ Advisor: _____ Date: _____					
Accounting Office Associate Certificate			Credits Avail.	Quarter Offered	Credits Earned
	ACCT 101	Practical Accounting I (prereq: Appropriate placement by the Math Direct-Self-Placement Tool or Math / ABE 85 or above)	5	F,W,Sp	
	CU 105	Word I, Excel I OR CU 102 & CU 103 (no prereq: CU 100 recommended)	5	F,W,Sp,S	
	BUS 164	Leadership & Human Relations (may substitute PSYC& 100 for transfer level - talk with your advisor)	5	F,W,Sp,S	
	Credits:		15	15 Total Credits	
Assistant Bookkeeping Clerk Certificate	ACCT& 201	Principles of Accounting I (prereq: Appropriate placement by the Math Direct-Self-Placement Tool or Math / ABE 85 or above)	5	F,W,Sp,S	
	BUS 110	Business Math I (prereq: Appropriate placement by the Math Direct-Self-Placement Tool or Math / ABE 85 or above) (may substitute MATH 147 for transfer level - talk with your advisor)	5	F,W,Sp,S	
	ENGL& 101	English Composition I (prereq: completion of English Direct-Self-Placement Tool)	5	F,W,Sp,S	
	Credits:		15	15 + 15 = 30 Total Credits	
Bookkeeping Systems Certificate	ACCT 145	Payroll and Business Taxes (prereqs: BUS 110 or MATH 147 and ACCT& 201)	5	Sp	
	BUS 280	Career Readiness Skills	2	F,W,Sp,S	
	CMST& 101	Introduction to Communication	5	F,W,Sp,S	
	CU 203	Excel II (prereq: CU 103 or CU 105)	3	F, W, Sp	
	Credits:		15	15+ 30 = 45 Total Credits	
Core Requirements	ACCT& 202	Principles of Accounting II (prereq: ACCT& 201)	5	F, W, Sp	
	ACCT 165	Accounting with Sage (prereqs: CU 103 or CU 105 and ACCT& 201)	5	F	
	ACCT 175	Accounting with QuickBooks (prereq: ACCT& 201) (Recommended Preparation: ACCT 165)	5	W	
	ACCT 250	Federal Income Tax (prereq: ACCT 101 or ACCT& 201)	5	F	
	ACCT 290	Work Internship	5	F,W,Sp,S	
	BUS& 201	Business Law	5	F,W,Sp,S	
	Credits:		30	30 + 45 = 75 Total Credits	
Electives	Student must complete 15 credits from this section. (Approved elective courses listed on backside.)				
	CHOICE 1		5		
	CHOICE 2		5		
	CHOICE 3		5		
	Credits:		15	15 + 75 = 90 Total Credits	

NOTE: To earn this degree, student must pass all courses with a C or higher and must have earned all 90 credits with a cumulative GPA of 2.0 or higher. Courses are offered in Lecture, Web-enhanced, Hybrid, and **Fully Online** modes. **Every course is available online. Discuss online options with your academic advisor.** Not every course is offered every quarter.

F_____	W_____	SP_____	S_____	F_____	W_____	SP_____	S_____

APPROVED ELECTIVE COURSES LISTED ON BACKSIDE.

**Accounting AAS
Approved Electives**

(Electives other than those listed may be taken with Chair's Permission)

ACCOUNTING

ACCT& 203 Principles of Accounting III (5)

BUSINESS

BUS 102 Customer Service (2)
BUS 140 Marketing and Business Development (5)
BUS 150 Global Business (5)
BUS 160 Small Business Entrepreneurship (5)
BUS 163 Management Principles and Organizational Systems (5)
BUS 165 Human Resource Management (3)
BUS 232 Intro to Project Management
BUS 256 Statistical Analysis (5)
BUS 257 Social Media for Business (5)
BUS 260 Small Business Operations (5)
BUS 295 Entrepreneurial & Innovative Mindset (5)
BUS& 101 Intro to Business (5)

COMPUTER USER

CU 100 Intro to Practical Computing (2)
CU 104 PowerPoint (1)
CU 108 Outlook (2)
CU 110 Access I (2)
CU 210 Access II (3)

ECONOMICS

ECON& 201 Micro Economics (5)
ECON& 202 Macro Economics (5)

ENGLISH

ENGL& 102 English Composition II (5)
ENGL 103 English Composition III (5)

COLLEGE

COL 101 College 101 (5)

HEALTH INFORMATION TECHNOLOGY

HIT 105 Comprehensive Medical Terminology (5)
HIT 130 Medical Terminology I (3)
HIT 195 Health Law and Ethics (3)

INFORMATION TECHNOLOGY

IT 246 Database Implementation (5)
IT 274 Network Security Fundamentals (5)

LOGISTICS

LOG 102 Transport and Distribution (5)
LOG 103 Warehousing/Inventory Mgmt. (5)
LOG 104 Applied Warehousing/Inventory Mgmt. (5)
LOG 110 International Logistics (3)
LOG 112 Importing and Exporting (3)

MATHEMATICS

MATH& 107 Math in Society
MATH & 141/142 Pre-calculus I (5)/ Pre-calculus II (5)
MATH & 146 Statistics (5)
MATH 147 College Algebra for Bus & Econ (5)
MATH& 148 Business Calculus (5)
MATH& 151 Calculus I (5)
MATH & 152 Calculus II (5)
MATH &153 Calculus III (5)
MATH 220 Linear Algebra (5)
MATH& 254 Calculus IV (5)

MEDICAL OFFICE

MO 101 Healthcare Delivery (5)
MO 110 Medical Office Procedures (5)