

**CAREER & TECHNICAL EDUCATION CERTIFICATE**  
**BUSINESS: Accounting**

**PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS**

Student Name \_\_\_\_\_ Advisor \_\_\_\_\_ Ext: \_\_\_\_\_

Aims # \_\_\_\_\_ Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

<u>Course Number</u>	<u>Requirements</u>	<u>Required Credits</u>	<u>Term</u>	<u>Transfer Credits</u>	<u>Taken</u>	<u>Needs</u>
ACC 115	Payroll Accounting	3	_____	_____	_____	_____
ACC 121	Accounting Principles I	4	_____	_____	_____	_____
ACC 122	Accounting Principles II	4	_____	_____	_____	_____
ACC 123	Accounting Principles I Recitation	1	_____	_____	_____	_____
ACC 124	Accounting Principles II Recitation	1	_____	_____	_____	_____
ACC 245	Computerized Accounting with a Professional Package	3	_____	_____	_____	_____
BTE 108	Ten-Key by Touch	1	_____	_____	_____	_____
CIS 155	PC Spreadsheet Concepts: Excel	3	_____	_____	_____	_____
<b>Total</b>		<b>20</b>				

**General Education Courses Required for AAS Degree:**

CIS 118 Introduction to PC Applications 3 \_\_\_\_\_

**Select ONE from the following courses:**

BTE 167 Business Editing Skills 3 \_\_\_\_\_

ENG 113 Business English 3 \_\_\_\_\_

ENG 121 English Composition I 3 \_\_\_\_\_

**Select ONE from the following courses:**

BUS 217 Business Communications and Report Writing 3 \_\_\_\_\_

ENG 131 Technical Writing I 3 \_\_\_\_\_

**Select ONE from the following courses:**

BTE 156 Business Mathematics with Calculators 4 \_\_\_\_\_

MAT 226 Business Statistics 3 \_\_\_\_\_

MAT 121 College Algebra 4 \_\_\_\_\_

MAT 135 Introduction to Statistics 3 \_\_\_\_\_

**Select ONE from the following courses:**

BUS 115 Introduction to Business 3 \_\_\_\_\_

ECO 201 Principles of Macroeconomics 3 \_\_\_\_\_

ECO 202 Principles of Microeconomics 3 \_\_\_\_\_

ENG 122 English Composition II 3 \_\_\_\_\_

MAN 224 Leadership 3 \_\_\_\_\_

PHI 112 Ethics 3 \_\_\_\_\_

PSY 100 Psych of Workplace Relationships 3 \_\_\_\_\_

SPE 115 Public Speaking 3 \_\_\_\_\_

**Total 15-16**

**TOTAL CREDITS FOR CERTIFICATE 35-36**