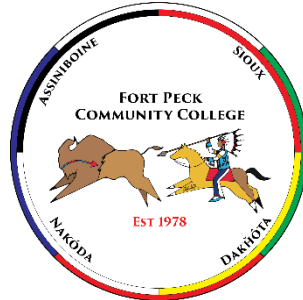


ADVISOR WORKSHEET



CERTIFICATE – ACCOUNTING TECHNICIAN EFFECTIVE FALL 2021 – SUMMER 2023 Total Credit Requirements 30

Student _____
 Date _____
 Advisor _____

GENERAL EDUCATION REQUIREMENTS		CRS	SEMESTER			YEAR	GR	COMMENTS
	Communications - 3 Credits		FA	SP	SU			
WRIT 101/104	College Writing/Workplace Communications	3	FA	SP	SU			
	Computer Applications - 3 Credits							
CAPP 131	Basic MS Office	3	FA	SP	SU			
	Human Relations - 1 Credit							
HS 100	Human Relations	1	FA	SP	SU			
	Mathematics – 3 Credits							
M 111/121	Technical Mathematics/College Algebra	3	FA	SP	SU			
Total General Education credits required for degree		10						
PROGRAM OF STUDY COURSES		CRS	SEMESTER			YEAR	GR	COMMENTS
ACTG 180	Payroll Accounting	3	FA	SP	SU			
ACTG 201	Principles of Financial Accounting	4	FA	SP	SU			
ACTG 202	Principles of Managerial Accounting	4	FA	SP	SU			
ACTG 205	Computerized Accounting	3	FA	SP	SU			
CAPP 156	Microsoft Excel	3	FA	SP	SU			
	Elective (From List ONLY)	3	FA	SP	SU			
Total Program of Study credits required for degree.		20						
Total credits required for degree.		30						