

TECHNICAL CERTIFICATE ACCOUNTING



All first-time, full-time students must enroll in either Student Opportunities Seminar (SOS) OR Principles of Collegiate Success (PCS) as determined by entrance exam scores.

| Semester 1 (Fall) | | | |
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| Course | Credits | Prerequisite ("C" or Better) | Milestone/Notes |
| ENGL 1113 Composition I | 3 | Placement score or required remediation | Milestone course, failure to pass may delay degree progress. |
| DATA 1123 Fundamentals of Information Technology (FIT) | 3 | Keyboarding exam or GBUS1103 recommended | |
| DATA 1213 Word Processing | 3 | Placement score or Keyboarding | Fall Only |
| ACTG 1113 Principles of Accounting I | 3 | Placement score or Foundations II | "C" or better; Fall Only |
| BOIS 1003 Introduction to Business | 3 | | Fall Only |
| Hours | 15 | | |
| <i>Students should apply for Certificate of Proficiency in Business Technology</i> | | | |
| Semester 2 (Spring) | | | |
| DATA 2303 Advanced Word Processing | 3 | Word Processing | Spring Only |
| DATA 1233 Database Management | 3 | FIT | Spring only |
| DATA 1243 Spreadsheet Applications | 3 | FIT | Spring Only |
| ACTG 1203 Principles of Accounting II | 3 | Principles of Accounting I | "C" or better; Spring Only |
| <i>Choose one:</i> MATH 1143 College Algebra MATH 1163 Quantitative Literacy | 3 | Placement score or Foundations II Placement score or Foundations I | |
| Hours | 15 | | |
| <i>Students should apply for Technical Certificate in Accounting – Total Hours 30</i> | | | |