

2010-2011

Suggested Schedule for Accounting 2 yr. degree with Bookkeeper Elective Sequence

The Business Department strongly recommend that courses and prerequisites be taken in the order listed on these worksheets. Taking courses out of sequence can cause difficulty with scheduling as you near the end of your program.

First Year

FALL

	CR	Prerequisites
BT 112 Team Building Skills	3	See Program Prerequisites*
BT 120 MSWORD for Business	3	Recommend type 30 words per minute
CS 120 Concepts of Computing: Information Processing	4	See Program Prerequisites*
WR 121 Composition: Introduction to Academic Writing	4	Test in, or WR 115
Total	14	

WINTER

BA 101 Introduction to Business	4	See Program Prerequisites*
BT 123 MS EXCEL for Business**	4	CS 120 and MTH 020 or higher
BT 165 Introduction to the Accounting Cycle*	4	See Program Prerequisites*
MTH 065 Elementary Algebra or higher	4	Test in, or MTH 060
Total	16	

SPRING

BT 195 Professional Service and Development	2	BA 101, BT 112, BT 120, and BT 123
BA 206 Management Fundamentals	3	BA 101
BA 214 Business Communications	4	Test in or BT 108 and WR 121
BA 281 Personal Finance	4	See Program Prerequisites*
BT 163 QuickBooks (B- grade required)	4	BT 123 and BT 165
Total	17	

***Program Prerequisites:** Students entering the Accounting program need to place into at least WR 121 and MTH 065.

****Must be passed with a B grade or better to use as a prerequisite.**

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Second Year

FALL

BA 211 Financial Accounting (B- grade required)	4	BA 101, recommended BT 165
BT 170 Payroll Records and Accounting (B- grade required)**	4	BT 163 or BT 175
BT 223 MS EXCEL for Business – Expert (B- grade required)	3	BT 123 or CIS 125S and MTH 060
BT 272 Tax Concepts and Preparation (B- grade required)	4	BA 101 (min. grade B-)
Physical Education Activity or Health Requirement (P grade allowed)	3	None
Total	18	

WINTER

BT 276 Automated Accounting Systems (B- grade required)**	4	BA 211, BT 123, and BT 163 or BT 175
BT 286 Professional Bookkeeping Course (B- grade required)	4	BA 211, BT 165, and BT 272
Speech Requirement	4	Varies
Total	12	

SPRING

BA 226 Business Law	4	See Program Prerequisites*
BA 278 Leadership and Team Dynamics	4	See Program Prerequisites*
BA 280AC Co-op Ed: Accounting	3	See Program Prerequisites*
BT 296 Applied Financial Accounting (B- grade required)	5	MTH 065 or higher, BT 163 or BT 175, BT 165, BT 170, BT 223, BT 276, BT 286, and BA 211
Total	16	

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