

2011-2012

Suggested Schedule for Accounting 2 yr. degree with Payroll Clerk 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	<i>See Program Prerequisites*</i>
BT 120 MSWORD for Business	3	Recommend type 30 words per minute
CS 120 Concepts of Computing: Information Processing	4	<i>See Program Prerequisites*</i>
WR 121 Composition: Introduction to Academic Writing	4	Test in, or WR 115
Total	14	

WINTER

BA 101 Introduction to Business	4	<i>See Program Prerequisites*</i>
BT 123 MS EXCEL for Business**	4	CS 120 and MTH 020 or higher
BT 165 Introduction to the Accounting Cycle**	4	<i>See Program Prerequisites*</i>
MTH 095 Intermediate Algebra or higher	4	Test in, MTH 065, or MTH 070
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	<i>See Program Prerequisites*</i>
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 095.

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

Information deemed reliable but not guaranteed. Refer to Lane Webpages for most current information. Courses may be offered other terms.

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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 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	15	

WINTER

BA 226 Business Law	4	See Program Prerequisites*
BA 224 Human Resource Management (B- grade required)	3	BA 101
Speech Requirement	4	Varies
Choice of:		
BT 124 MS ACCESS for Business (B- grade required)	3	BT 123 and MTH 060 or higher
BT 230 Paperless Office Practices (B- grade required)	4	Recommend type 30 words per minute
Total	14-15	

SPRING

BA 278 Leadership and Team Dynamics	4	See Program Prerequisites*
BA 280AC Co-op Ed: Accounting	3	See Program Prerequisites*
BT 171 Payroll Laws and Regulations (B- grade required)	4	See Program Prerequisites*
BA 251 Supervisory Management (B- grade required)	3	See Program Prerequisites*
Total	14	

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