

2011-2012

Accounting Degree Requirement Tracking Worksheet

The Business Department strongly recommends 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.

Name: _____ L#: _____

CREDITS	CRN	TERM	YEAR	GRADE	COURSE	PREREQUISITES COMPLETED
_____	_____	_____	_____	_____	BT 112 Team Building Skills	_____
_____	_____	_____	_____	_____	BT 120 MSWORD for Business	_____
_____	_____	_____	_____	_____	CS 120 Concepts of Computing: Information Processing	_____
_____	_____	_____	_____	_____	WR 121 Composition: Introduction to Academic Writing	_____
_____	_____	_____	_____	_____	BA 101 Introduction to Business	_____
_____	_____	_____	_____	_____	BT 123 MS EXCEL for Business	_____
_____	_____	_____	_____	_____	BT 165 Introduction to the Accounting Cycle	_____
_____	_____	_____	_____	_____	MTH 095 Intermediate Algebra or higher	_____
_____	_____	_____	_____	_____	BT 195 Professional Service and Development	_____
_____	_____	_____	_____	_____	BA 206 Management Fundamentals	_____
_____	_____	_____	_____	_____	BA 214 Business Communications	_____
_____	_____	_____	_____	_____	BA 281 Personal Finance	_____
_____	_____	_____	_____	_____	BT 163 QuickBooks	_____
_____	_____	_____	_____	_____	BA 211 Financial Accounting	_____
_____	_____	_____	_____	_____	BT 170 Payroll Records and Accounting	_____
_____	_____	_____	_____	_____	BT 272 Tax Concepts and Preparation	_____
_____	_____	_____	_____	_____	BA 226 Business Law	_____
_____	_____	_____	_____	_____	BA 278 Leadership and Team Dynamics	_____
_____	_____	_____	_____	_____	BA 280AC Co-op Ed: Accounting	_____
_____	_____	_____	_____	_____	Physical Education Activity or Health Requirement	_____
_____	_____	_____	_____	_____	Physical Education Activity or Health Requirement	_____
_____	_____	_____	_____	_____	Physical Education Activity or Health Requirement	_____
_____	_____	_____	_____	_____	Speech Requirement	_____

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CREDITS	CRN	TERM	YEAR	GRADE	COURSE	PREREQUISITES COMPLETED
					Bookkeeper Elective Sequence	
					ECON 200 Principles of Economics:	
					Introduction to Economics	
					BT 223 MS EXCEL for Business – Expert	
					BT 124 MS Access for Business	
					BT 221 Budgeting for Managers	
					BT 286 Professional Bookkeeping Course	
					Payroll Clerk Elective Sequence	
					BA 224 Human Resource Management	
					BT 124 MS Access for Business	
					BT 230 Paperless Office Practices	
					BT 171 Payroll Laws and Regulations	
					BA 251 Supervisory Management	