

Accounting/Bookkeeping Checklist

Major Code: 4230A - Associate of Applied Science

COMM 101	Fund of Oral Communication (3 cr)	
ENGL 101	English Composition 1 (3 cr)	<i>Prerequisite: ENGL 090 or placement</i>
Gen. Ed. Math	Choice: _____ (3 cr)	
Gen. Ed. Soc. Sci.	Choice: _____ (3 cr)	
Gen. Ed. Elective	Choice of Hum., Sci., or Soc. Sci. (4 cr)	
ACCB 129	Introduction to Bookkeeping (5 cr)	<i>Corequisite: CISA 110 or permission</i>
ACCB 130	Principles of Bookkeeping (5 cr)	<i>Prerequisite: ACCB 129 or permission</i>
ACCB 225	Peachtree Accounting (5 cr)	<i>Prereq: ACCB 129 Corequisite: ACCB 130</i>
ACCB 226	Cost Accounting (5 cr)	<i>Prerequisite: ACCB 130</i>
ACCB 227	Excel Spreadsheet Applications (5 cr)	<i>Prerequisite: ACCB 130 and CISA 116</i>
ACCB 229	Quickbooks Pro Accounting (5 cr)	<i>Prereq: ACCB 129 Corequisite: ACCB 130</i>
ACCB 230	Income Tax Procedures (5 cr)	
BUSA 215	Intro to Information Science (3 cr)	
BUSM 150	Human Relations in Supervision (3 cr)	
CISA 110	Ten Key Skills (2 cr)	<i>Prerequisite: MATH 015 or placement</i>
CISA 116	Spreadsheet Applications (2 cr)	<i>Prerequisite: CISA 101</i>
CISA 142	Intermediate Word Processing (2 cr)	<i>Prerequisites: CIS 141 or 101 or permission</i>
Elective Credits	Elective credits must bring total to 64 (1 cr)	
Have you completed the computer literacy requirement?		

For more information, contact Cindy Harmon
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1st Semester	2nd Semester
5 ACCB 129 Intro to Bkng	5 ACCB 130 Prin of Bkng
3 BUSA 215 Intro to Info Science	3 BUSM 150 Hum Rel in Supervision
2 CISA 110 Ten Key Skills	2 CISA 116 Spreadsheet Appl
3 ENGL 101 Engl Comp	3 COMM 101 Oral Comm
3 GEN ED	3 GEN ED
16 Total Credits	16 Total Credits
3rd Semester	4th Semester
5 ACCB 225 Peachtree Acctg	5 ACCB 229 Quickbooks Acctg
5 ACCB 226 Cost Acctg	5 ACCB 230 Income Tax
5 ACCB 227 Excel Appl	4 GEN ED
2 CISA 142 Intermed Word Proc	1 Elective
17 Total Credits	15 Total Credits
	64 Total Credits