

2010-2011 Requirements for the Technical Certificate - Computerized Accounting*

Legend

- U = Class is open to any student even if placed in CP
- R= Reading level prerequisite required to take this course (or the appropriate placement test score)
- E= English prerequisite required to take this course (or the appropriate placement test score)
- M = Math prerequisite required to take this course (or the appropriate placement test score)
- P = This course has a prerequisite

College Prep Courses

Some or all of the following College Prep courses may be required depending on placement test scores. The grades received in these courses (A⁺, B⁺, C⁺, or D⁺) are not used in calculating the GPA. If an F is received it is used in calculating the GPA. No CP courses count toward a degree.

- U CP 01003 College Reading Skills
- R CP 01113 Adv Reading Techniques
- U CP 02003 College Writing Skills
- U CP 04003 Basic Mathematics Skills
- M CP 04783 Beginning Algebra

***This worksheet is a guide for this degree (2010-2011 catalog). The Degree Plan in the appropriate catalog should be consulted when making your course selections.**

Personal Development Required of all first-time, full-time, degree-seeking students

- U PY 13001 Personal Development

General Education Core 15 hrs

- E EN 12003 Eng Comp I
- E EN 12013 Eng Comp II
- SP 22063 Human Relations
- M MA 14083 Inter. Algebra
OR
- M MA 14043 College Algebra
- P CS 11033 Computer Fundamentals

Division Core 9 hrs

- AC 21003 Principles of Accounting I
- E OT 21003 Business Communications
- P CS 21003 Spreadsheet Applications

Certificate Core

- P AC 21013 Principles of Accounting II
- P AC 21033 Computerized Accounting
- AC 21064 Professional Bookkeeping

Graduation Information

- C or above in EN 12003 Eng Comp I
- C or above in EN 12013 Eng Comp II
- C or above in required math course (MA 14083 Intermediate Algebra or MA 14043 College Algebra)
- GPA of 2.0 or above
- Certification/Competency exams as may be required by the department for the purpose of program assessment
- Submitted application for Graduation to Registrar and paid fee in Business Office
- The last 15 hours completed at ANC
- Completed at least 31 hours