

PROGRAM AND AWARD PLANNING FORM

Program: Accounting Technology (ACT)
Award: Career Certificate
Catalog: 2016-2017

STUDENT NAME _____ **STUDENT NUMBER** _____

Semester/Year	Grade	General Education Requirements	HRS
_____	_____	ORI 107 Student Success	1
_____	_____	**ENG 101 English Composition I	3
_____	_____	MTH 116 Mathematical Applications	3
_____	_____	OAD 125 Word Processing	3
_____	_____	OAD 133 OR Bus 215 Business Communications	3
		Total General Education Requirements	13
		Major Requirements	
_____	_____	ACT 104 Introduction to Business	3
_____	_____	ACT 114 Introduction to Accounting Database Resources	3
_____	_____	BUS 241 Principles of Accounting I	3
_____	_____	BUS 242 Principles of Accounting II	3
_____	_____	ACT 246 Microcomputer Accounting	3
_____	_____	ACT 253 Income Tax	3
_____	_____	ACT 249 Payroll Accounting	3
_____	_____	ACT 256 Cost Accounting OR BUS 248 Managerial Accounting	3
_____	_____	ACT 262 Directed Studies	3
_____	_____	ACT Elective _____	3
		Total Major Requirements	30

****Keyboarding skills are essential for the successful completion of English 101.**

Total Semester Credit Hours **43**

Student's Signature Date

Advisor Signature Date