



Program Completion Guide  
**ASSOCIATE IN APPLIED SCIENCE – ACCOUNTING AND FINANCE (A25800) (ONLINE)**  
**Accounting Specialist**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

*Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.*

**Accounting Associate in Applied Science Degree ONLINE (A25800) Course Requirements 66-68 credit hours.\*\***

| Courses  | Cr.             | Recommended Semester                  | Semester Registered/<br>Planned | Semester Completed/<br>Grade |
|--|-----------------|---------------------------------------|---------------------------------|------------------------------|
| ACA 122 College Transfer Success   | 1               | 1 <sup>st</sup> year - fall           |                                 |                              |
| ACC 120 Principles of Financial Accounting*  | 4               | 1 <sup>st</sup> year - fall           |                                 |                              |
| CIS 110 Introduction to Computers*   | 3               | 1 <sup>st</sup> year - fall           |                                 |                              |
| ECO 252 Principles of Macroeconomics   | 3               | 1 <sup>st</sup> year - fall           |                                 |                              |
| ENG 111 Writing and Inquiry  | 3               | 1 <sup>st</sup> year - fall           |                                 |                              |
| <b><u>Math Option (Choose One):</u></b>  |                 |                                       |                                 |                              |
| MAT 143 Quantitative Literacy  | 3               | 1 <sup>st</sup> year – fall           |                                 |                              |
| MAT 152 Statistical Methods I  | 4               |                                       |                                 |                              |
| ACC 121 Principles of Managerial Accounting*   | 4               | 1 <sup>st</sup> year - spring         |                                 |                              |
| ACC 122 Principles of Financial Accounting II  | 3               | 1 <sup>st</sup> year - spring         |                                 |                              |
| ACC 150 Accounting Software Applications*  | 2               | 1 <sup>st</sup> year - spring         |                                 |                              |
| COM 231 Public Speaking<br>or<br>ENG 112 Writing/Research in the Disciplines   | 3               | 1 <sup>st</sup> year - spring         |                                 |                              |
| CTS 130 Spreadsheets*  | 3               | 1 <sup>st</sup> year - spring         |                                 |                              |
| ECO 251 Principles of Microeconomics*  | 3               | 1 <sup>st</sup> year - spring         |                                 |                              |
| ACC 129 Individual Income Taxes*   | 3               | 2 <sup>nd</sup> year - fall           |                                 |                              |
| ACC 220 Intermediate Accounting*   | 4               | 2 <sup>nd</sup> year - fall           |                                 |                              |
| BUS 115 Business Law I*  | 3               | 2 <sup>nd</sup> year - fall           |                                 |                              |
| BUS 125 Personal Finance*  | 3               | 2 <sup>nd</sup> year - fall           |                                 |                              |
| BUS 137 Principles of Management   | 3               | 2 <sup>nd</sup> year - fall           |                                 |                              |
| ACC 130 Business Income Taxes  | 3               | 2 <sup>nd</sup> year - spring         |                                 |                              |
| ACC 221 Intermediate Accounting II   | 4               | 2 <sup>nd</sup> year - spring         |                                 |                              |
| ACC 225 Cost Accounting  | 3               | 2 <sup>nd</sup> year - spring         |                                 |                              |
| WBL 111 Work-Based Learning I<br>and<br>WBL 115 Work-Based Learning Seminar<br><br>or<br>Business Elective (See Below)** | 1<br>1<br><br>3 | <br><br>2 <sup>nd</sup> year - spring |                                 |                              |

**Electives Requirements\*\***

**Humanities/Fine Arts Electives (3 credit hours) (Choose one course from list below.)\*\***



| Courses offered at RCC:<br>ART 111, ENG 231, ENG 232, MUS 110, PHI 240 |                               |                             |                          |
|--|-------------------------------|-----------------------------|--------------------------|
| Course   | Recommended Semester          | Semester Registered/Planned | Semester Completed/Grade |
|  | 2 <sup>nd</sup> year – spring |                             |                          |

| <b>Business Elective (3 credit hours) (Choose one course from list below.)**</b>                  |                               |                             |                          |
|---|-------------------------------|-----------------------------|--------------------------|
| ACC 140, BUS 110, BUS 121, BUS 153, BUS 230, DBA 110, MKT 120, PAD 152, PAD 251, PAD 252, SPA 111 |                               |                             |                          |
| Course  | Recommended Semester          | Semester Registered/Planned | Semester Completed/Grade |
|   | 2 <sup>nd</sup> year – spring |                             |                          |

**NOTES:** \*All courses must be completed with a grade of “C” or better.  
\*\*See course catalog for prerequisite and/or corequisite requirements.

**Students please read the following and sign below.**

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In order for students to earn an Accounting Specialist Certificate (C25800A), the following courses must be taken: ACC 120, ACC 121, CIS 110, Math Option (MAT 143 or MAT 152), and select any one (1) of the following courses: ECO 251 or ECO 252.*

*In order for students to earn a Payroll Accountant Specialist Certificate (C25800C), the following courses must be taken: ACC 120, ACC 140, ACC 150, BUS 121, CIS 110, and CTS 130.*

*Students enrolled in WBL 111 and WBL 115, who reside outside of Richmond county and Scotland county North Carolina will need to work under an active, licensed CPA or at an instructor approved location.*

*The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.*

*The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ART 111, BUS 110, BUS 115, BUS 137, CIS 110, COM 231, ENG 111, ENG 112, ENG 231, ENG 232, MAT 143, MUS 110, PHI 240, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.*