



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



Electives Requirements**

Humanities/Fine Arts Electives (3 credit hours) (Choose one course from list below.)**			
Courses offered at RCC: ART 111, ENG 231, ENG 232, MUS 110, PHI 240			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		

Business Elective (3 credit hours) (Choose one course from list below.)**			
ACC 140, ACC 180, BUS 110, BUS 121, BUS 153, BUS 217, BUS 230, DBA 110, MKT 120, PAD 152, PAD 251, PAD 252, SPA 111			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd 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 an Accounting/Bookkeeper Certificate (C25800B), the following courses must be taken: ACC 120, ACC 122, ACC 150, ACC 180, BUS 121, and CIS 110.

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 217, CIS 110, and CTS 130.

In order for students to earn a Tax Preparer Certificate (C25800D), the following courses must be taken: ACC 120, ACC 129, ACC 130, BUS 125 and, CIS 110.

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.