



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

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

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

**Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.**

**A. Accounting Specialist Certificate (C25800A) Course Requirements: 17-18 credit hours: Complete Section A.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 120 Principles of Financial Accounting*	4	(D, E) 1 <sup>st</sup> year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
CIS 110 Introduction to Computers*	3	(D, E) 1 <sup>st</sup> year – fall	Pre: ENG 002 or BSP 4002 or ENG 111		
<b>Math Option (Choose One):</b> MAT 143 Quantitative Literacy <i>(required for Bookkeeper certificate)</i>	3		Pre: MAT 003 Tier 2 or BSP 4003 Tier 2 or MAT 043, ENG 002 or BSP 4002 or ENG 111 Co: ACA 122		
MAT 152 Statistical Methods I	4	(D, E) 1 <sup>st</sup> year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2 or MAT 052, ENG 002 or BSP 4002 or ENG 111		
MAT 171 Precalculus Algebra	4		Pre: MAT 003 Tier 3 or BSP 4003 Tier 3 or MAT 071		
ACC 121 Principles of Managerial Accounting* <i>(not required for Bookkeeper certificate)</i>	4	(D,E) 1st year - spring	Pre: ACC 120 with minimum grade of “C”		
ECO 251 Principles of Microeconomics*  or ECO 252 Principles of Macroeconomics  <b>BOTH ARE REQUIRED FOR THE DEGREE</b> <i>(not required for Bookkeeper certificate)</i>	3	(D) 1 <sup>st</sup> year – spring (E) 1 <sup>st</sup> year – summer  (D) 1 <sup>st</sup> year – fall (E) 2 <sup>nd</sup> year – fall	Pre: MAT 003 or BSP 4003, ENG 002 or BSP 4002 or ENG 111		

**B. Bookkeeper Certificate (C25800B) Course Requirements: 18 credit hours: Complete Sections A and B.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 122 Principles of Financial Accounting II	3	(D, E) 1 <sup>st</sup> year – spring	Pre: ACC 120 with minimum grade of “C”		
ACC 150 Accounting Software Applications*	2	(D) 1 <sup>st</sup> year – spring (E) 1 <sup>st</sup> year – summer	Pre: ACC 115 or ACC 120, CIS 110		



BUS 121 Business Mathematics <i>(meets Business Elective requirement for degree)</i>	3	(C) 2 <sup>nd</sup> year - spring	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
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**C. Payroll Accountant Specialist Certificate (C25800C) Course Requirements: 17 credit hours: Complete Section C.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 120 Principles of Financial Accounting*	4	(D, E) 1 <sup>st</sup> year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
ACC 140 Payroll Accounting <i>(meets Business Elective requirement for degree)</i>	2	(C) 1 <sup>st</sup> year – spring	Pre: ACC 115 or ACC 120		
ACC 150 Accounting Software Applications*	2	(D) 1 <sup>st</sup> year – spring (E) 1 <sup>st</sup> year – summer	Pre: ACC 115 or ACC 120, CIS 110		
BUS 217 Employment Law and Regs <i>(meets Business Elective requirement for degree)</i>	3	(C) 1 <sup>st</sup> year – fall (D, E) 2 <sup>nd</sup> year – spring	Pre: DRE 098 OR RED 090 OR ENG 002 OR BSP 4002 OR ENG 111		
CIS 110 Introduction to Computers*	3	(D, E) 1 <sup>st</sup> year – fall	Pre: ENG 002 or BSP 4002 or ENG 111		
CTS 130 Spreadsheets*	3	(D, E) 1 <sup>st</sup> year – spring	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		

**D. Tax Preparer Certificate (C25800D) Course Requirements: 16 credit hours: Complete Section D.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 120 Principles of Financial Accounting*	4	(D, E) 1 <sup>st</sup> year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
ACC 129 Individual Income Taxes*	3	(D) 1 <sup>st</sup> year – spring (E) 2 <sup>nd</sup> year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
ACC 130 Business Income Taxes	3	(D) 2 <sup>nd</sup> year – fall (E) 2 <sup>nd</sup> year – spring	Pre: ACC 120 with minimum grade of “C”		
BUS 125 Personal Finance*	3	(D) 2 <sup>nd</sup> year – fall (E) 1 <sup>st</sup> year – spring	Pre: MAT 003 or BSP 4003, ENG 002 or BSP 4002 or ENG 111		
CIS 110 Introduction to Computers*	3	(D, E) 1 <sup>st</sup> year – fall	Pre: ENG 002 or BSP 4002 or ENG 111		

**E. Accounting Associate in Applied Science Degree (A25800) Course Requirements 66-69 credit hours: Complete Sections A, B, and E.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1 <sup>st</sup> year – fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1 <sup>st</sup> year – fall	Pre: ENG 011 Co: None		
ACC 129 Individual Income Taxes*	3	(D) 1 <sup>st</sup> year – spring (E) 2 <sup>nd</sup> year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
CTS 130 Spreadsheets*	3	(D, E) 1 <sup>st</sup> year – spring	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		



COM 231 Public Speaking or ENG 112 Writing/Research in the Disc	3	(D) 1 <sup>st</sup> year – summer (E) 1 <sup>st</sup> year – spring	Pre: ENG 002 or BSP 4002 or ENG 111 Pre: ENG 111		
ACC 130 Business Income Taxes	3	(D) 2 <sup>nd</sup> year – fall (E) 2 <sup>nd</sup> year – spring	Pre: ACC 120 with minimum grade of “C”		
ACC 220 Intermediate Accounting I*	4	(D, E) 2 <sup>nd</sup> year – fall	Pre: ACC 120 and ACC 121 or ACC 122 with minimum grade of “C”		
BUS 115 Business Law I*	3	(D) 2 <sup>nd</sup> year – fall (E) 2 <sup>nd</sup> year – spring	Pre: ENG 002 or BSP 4002 or ENG 111		
BUS 125 Personal Finance*	3	(D) 2 <sup>nd</sup> year –fall (E) 1 <sup>st</sup> year – spring	Pre: ENG 002 or BSP 4002 or ENG 111		
ACC 221 Intermediate Accounting II	4	(D, E) 2 <sup>nd</sup> year – spring	Pre: ACC 220 with a minimum grade of a “C”		
ACC 225 Cost Accounting	3	(D) 2 <sup>nd</sup> year – spring (E) 1 <sup>st</sup> year – summer	Pre: ACC 121 with a minimum grade of a “C”		
BUS 137 Principles of Management	3	(D) 2 <sup>nd</sup> year – spring (E) 2 <sup>nd</sup> year – fall	Pre: ENG 002 or BSP 4002 or ENG 111		
WBL 111 Work-Based Learning I and WBL 115 Work-Based Learning Seminar  or Business Elective** (See Below)	1 1 3	(D, E) 2 <sup>nd</sup> year – spring	Pre: 9 SHC in Core Major Courses Co: WBL 115 Pre: 9 SHC in Core Major Courses Co: WBL 111 or WBL 112  **See course catalog for prerequisite and/or corequisite requirements.		

**Electives: (All degree seeking students must take one Humanities/Fine Arts elective from list below unless a specific course is required above.)**

<b>Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).</b>			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D, E) 1 <sup>st</sup> year – summer		

<b>Business Elective (3 credit hours)**</b>			
ACC 111, ACC 115, ACC 140, ACC 180, BUS 110, BUS 116, BUS 121, BUS 147, BUS 153, BUS 217, BUS 228, BUS 230, BUS 260, BUS 261, DBA 110, INT 110, MKT 120, MKT 221, MKT 223, MKT 224, MKT 228, OST 122, OST 286, PAD 152, PAD 251, PAD 252, SPA 111***, SPA 120***			
***Note: Only 3 SHC of SPA are allowed towards the Accounting degree			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D, E) 2 <sup>nd</sup> year – spring		

**NOTES: D=Day E=Evening C=Certificate**

\*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: \_\_\_\_\_



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