



Accounting: Certificate of Competence (Accounting Office Assistant)

Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel® in Accounting	3
	Computer/Technology - Accounting	3
	Written Communication: A.A.S. Core Options	3

1. Written Communication: ENG 100 is recommended.

Spring (Semester 2)

Course	Course Title/Category	Credits
ACC 125	Principles of Accounting II	3
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

1. Thinking, Reasoning/Mathematics: MATH 115 is recommended; however, all courses that meet this category may be considered (except for ACC 124 and ACC 201).

Total credits: 18

Category Descriptions

Computer/Technology - Accounting

Credits required for category: 3

Choose from the following:

ACC 252, ACC 255, BUSN 171, ICS 101, ICS 111

Thinking, Reasoning, and Mathematics: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Written Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.