



2008-2009

**CERTIFICATE IN ACCOUNTING  
Official Degree Plan In Business Programs  
McLENNAN COMMUNITY COLLEGE**



Last Name	First Name	MI	ID Number	Date

**THEA Not Required**

Is remediation required?    Yes    No

THEA passed:    Reading \_\_\_ Math \_\_\_ Writing \_\_\_

Freshman Year Sem I			Freshman Year Sem II	
	Sub No.	Grade		Sub No.
ACCT 2401 Principles of Financial Accounting <sup>2,3</sup>			ACNT 1313 – Computerized Accounting Applications <sup>7</sup>	
POFT 1301 Business English			ACNT 1329 Payroll and Business Tax Accounting	
BUSI 1301 Survey of Business			ITSW 1304- Introduction to Spreadsheets	
BUSI 1307 Personal Finance			BCIS 1305 Business Computer Applications <sup>4,5</sup>	
POFT 1227 Introduction to Keyboarding <sup>1,3</sup>			ACCT 2402 Principles of Managerial Accounting OR Business Elective <sup>6</sup>	
BUSI 2301 Business Law				
<b>Total Hours Recommended: 16-18</b>			<b>Total Hours Recommended: 16</b>	

<sup>1</sup> May be waived if student has taken a typing course (touch method) or if the student can type by touch at least 30 wpm. Keyboarding test is required  
<sup>2</sup> Prerequisite is ACNT 1303 Intro to Accounting I  
<sup>3</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping or accounting experience.  
<sup>4</sup> Recommended for students transferring to a 4-year institution.  
<sup>5</sup> May be articulated, but will be substituted as ITSC 1309 (may not transfer to 4-year institutions).  
<sup>6</sup> Business Elective are account (ACCT) and (ACNT); business (BMGT), (BUSI), (HAMG), (HRPO), (IBUS), and (MRKG); computer information systems (ITCC), (COSC), (ITNW), (ITSC), (ITSE), (ITSW); economics (ECON); office technology, (POFT), (POFM), (POFI), and (POFL); commercial music (MUSP), (MUSB); and real estate (RELE). Students must meet prerequisite requirements of the business electives they choose.  
<sup>7</sup> CAPSTONE course which brings together skills and knowledge, learned in other classes and applies them in decision-making situations and in completing job tasks.

I plan to receive the **CERTIFICATE IN ACCOUNTING**. I understand this certificate plan will determine my eligibility for graduation and all course substitutions must be approved by the Dean of Workforce Education. I must earn a minimum of **32-34 semester college-level credit hours** and must meet all other requirements.

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Advisor's Signature

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Student's Signature