

## ACCOUNTING PARAPROFESSIONAL Certificate of Proficiency -- 87 credits

Advising Notes:

- Admission Dates: Fall, Winter, Spring quarter.
- This program can be taken full-time or part-time.
- The classes listed below are a suggested sequence; as long as prerequisites are met, classes may be taken in a different order.
- Winter and Spring quarter starters will need to take ACCT 255 & 256 a quarter earlier than suggested AND take BAS 114 a quarter later than suggested.

QUARTER ONE			CR	Prerequisites	Qtr Offered
ACCT	111	Intro. to Accounting I	5	ABED 040 or MATH 070, and ENGL 093	FWSp
BAS	120	Business Desktop Management	5	None	FWSp
BAS	105	Keyboarding I	3	None	All

QUARTER TWO					
ACCT	112	Business Calculator App.	3	ABED 040 or MATH 070	FWSp
ACCT	210	Intro. to Accounting II	5	ACCT 111 and, Math 080 or BUSA 100	FWSp
BAS	112	Excel I	5	BAS 120, BAS 105	All

QUARTER THREE					
ACCT&	201	Principles of Accounting I	5	ACCT 111, ACCT 210 recommended	WSp
ACCT	105	QuickBooks	3	ACCT 111, BAS 105, BAS 120	FWSp
BAS	212	Excel II	5	BAS 112, and Math 080 or BUSA 100	FSp

QUARTER FOUR					
ACCT&	202	Principles of Accounting II	5	ACCT&201	FSp
ACCT	255	Income Tax I	5	ACCT 210	FW
BAS	114	Access	5	None, BAS 120 and/or BAS 112 recommended	FSp

QUARTER FIVE					
ACCT	256	Income Tax II	5	ACCT 255	WSp
ACCT&	203	Principles of Accounting III	5	ACCT&202	All
ACCT	280	Accounting Projects	3	All classes from terms 1-4; or instructor permission	WSp
ACCT	275	Ethics in Business	5	BUSA 103 Or ENGL & 101, ACCT 210	WSP

GENERAL EDUCATION REQUIREMENTS					
BUSA	100	Business Math	5	MATH 070	SmFW
BUSA	103	Business Communication	5	ENGL 093	Sp
		Social Science	5	ABED 046 or higher	All