

2021-2022**Bookkeeping/Accounting COE**

Certificate of Employability

Faculty Advisor/Program _____ Student Name _____ Academic Advisor _____

Telephone Number _____ Student ID Number _____ Date _____

Advisor's Notes/Recommendations:

- In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

Writeplacer	Grade	Sem.	Grade	Sem.	Grade	Sem.
Math	--	--	ENG 096		ENG 098L	
			MATH 094/095		MATH 097/098	

Note * Prerequisite/s required: See list below

Fall Semester			Credit Hours	Grade	Semester
ACCT	200	Basic Bookkeeping and Accounting	3 hrs.		
OR					
ACCT	2110	Principles of Accounting I	4 hrs.		
ACCT	2170	Payroll Accounting	3 hrs.		
BCIS	1115	Introduction to Computers	3 hrs.		
ENTR	1110	Entrepreneurship			
OR					
PSCY	1170	Psychology of Success			
OR					
FYEX	1110	First-year Seminar	3 hrs.		
			12-13 hrs.		

Spring Semester			Credit Hours	Grade	Semester
ACCT	1410	Personal Tax Preparation	3 hrs.		
ACCT	1150	Quickbooks	3 hrs.		
*ACCT	2120	Principles of Accounting II	3 hrs.		
OR					
CIT	274	Microsoft Excel	3-4 hrs.		
*ACCT	2998	Accounting Internship	3 hrs.		
			12-13 hrs.		

TOTAL HOURS REQUIRED FOR CERTIFICATE**24-26 hrs.*****Prerequisites:**

ACCT	2120	Principles of Accounting II	Prerequisites: ACCT 200 OR 2110.
ACCT	2998	Accounting Internship	Prerequisite: ACCT 200 OR 2110