**Student Name** **ID Number**

## ASSOCIATE OF APPLIED SCIENCE
## BOOKKEEPING
## 2008 - 2009

| GENERAL EDUCATION CORE | REQ | COMP | NEED |
|---|---|---|---|
| **SKILLS COMPONENT** | | | |
| COMM 101 Principles of Speech **OR** | 3 | | |
| COMM 202 Interpersonal Comm | | | |
| ENGL 101 College Writing | 3 | | |
| MTHPT 130 Math for Business Analysis | 3* | | |
| **TOTAL** | 6 | | |
| **DISTRIBUTIVE COMPONENT** | | | |
| HRPT 184 Diversity in Organizations **OR** | 3 | | |
| HRPT 185 Human Relations in Organizations | | | |
| ...and one course from the following | | | |
| ANTH 102, 120, 170 | 3 | | |
| ART 100 | | | |
| BIOL 100, 102, 175,252 | | | |
| CHEM 102, 105, 111 | | | |
| ECON 101, 102, 201, 202 | | | |
| ENGL 150, 257, 258 | | | |
| FSCI 101 | | | |
| GEOL 100 | | | |
| HIST 101, 102, 111, 112 | | | |
| HUM 101, 150, 301 | | | |
| MUS 101 | | | |
| NS 150, 171/172 | | | |
| PHIL 120 | | | |
| PHYS 111, 205, 211 | | | |
| POLS 101, 285 | | | |
| SOC 101 | | | |
| SS 150, 184, 185 | | | |
| THEA 101 | | | |
| **TOTAL** | 16 | | |

| PROGRAM REQUIREMENTS | | REQ | COMP | NEED |
|---|---|---|---|---|
| ACCPT 101 | Basic Accounting I | 3 | | |
| ACCPT 102 | Basic Accounting II | 3 | | |
| ACCPT 105 | Payroll Accounting | 3 | | |
| ACCPT 214 | Computerized Accounting | 3 | | |
| ACCPT 222 | Integrated Accounting | 3 | | |
| ACCPT 231 | Principles of Accounting I | 3 | | |
| ACCPT 232 | Principles of Accounting II | 3 | | |
| CITPT 102 | Computerized Ten-key | 1 | | |
| CITPT 110 | Business Computer Skills | 3 | | |
| CITPT 212 | Spreadsheets & Databases | 3 | | |
| GNBPT 122 | Business English | 3 | | |
| GNBPT 202 | Prof Math Applications | 3 | | |
| GNBPT 222 | Proofreading | 3 | | |
| GNBPT 245 | Business Writing | 3 | | |
| LAWPT 265 | Business Law | 3 | | |
| MGTPT 205 | Small Business Mgmt | 3 | | |
| MGTPT 211 | Credit Management | 3 | | |
| OFFPT 233 | Office Procedures | 3 | | |
| WRPPT 200 | Word Processing | 3 | | |
| | **TOTAL** | 55 | | |

| SUMMARY | | | |
|---|---|---|---|
| GENERAL EDUCATION | 16 | | |
| PROGRAM REQUIREMENTS | 55 | | |
| **TOTAL** | 71 | | |

**16 Resident Credit (LCSC):**

| NOTES, SUBSTITUTIONS & WAIVERS |
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**Division Chair** **Date** **Advisor** **Date**

*Professional/Technical AAS degrees require a minimum of 16 credits of general education core. If a student transfers in less than 4 credits of math, s/he may be required to complete an additional general education core course to reach the required 16 credits.