

Accounting Assistant Certificate

Total Credits: 36

**Progression Plan** 

Fall Term 1 12 credit hours		Hours	Notes
1 <sup>st</sup> 8 weeks			-
ACC 121 Introductory Accounting	J	3	
ACC 131 Principles of Accounting	1	3	
2 <sup>nd</sup> 8 weeks			
ACC 132 Principles of Accounting	; II	3	Prerequisite: ACC 131
BSA 228 Professional Productivity	y Solutions	3	<b>Prerequisite</b> : Reading Proficiency.
	Term hours subtotal:	12	_

Spring Term 1 12 credit hours	Hours	Notes	
1 <sup>st</sup> 8 weeks		-	
ACC 115 Basic Tax Planning		<b>Prerequisites:</b> ACC 121 or ACC 131 (may be taken concurrently). Recommended preparation: ACC 131 and ACC 132.	
ACC 122 Payroll Accounting	3	Prerequisites: ACC 121 or ACC 131	
2 <sup>nd</sup> 8 weeks			
ACC 160 Computer Accounting with QuickBooks	3	Prerequisites: ACC 121 or ACC 131	
ACC 210 Data Analytics for Accounting	3	3 Prerequisites: CSA 126 (or AGS 101) and ACC 131	
Term hours subtotal:	12	_	

Summer Term 1 6 credit hours	Hours Notes
BSA 131 Introduction to Business Recommended Program Elective	3
MGT 233 Business Communications	3
Term hou	rs subtotal: 6

Fall Term 2 6 credit hours	Hours	Notes
1 <sup>st</sup> 8 weeks		
ACC 233 Intermediate Accounting I	3	Prerequisite: ACC 131
2 <sup>nd</sup> 8 weeks		
ACC 234 Intermediate Accounting II	3	Prerequisite: ACC 233
Term hours subtotal:	6	_

This recommended sequence is not a binding agreement of any kind between Yavapai College and the student, but merely represents a potential curriculum that may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.