**ATLANTA TECHNICAL COLLEGE**

**Student Academic Advisement Form**

**(File Maintained by Advisor)**

# Business Technologies and Public Service Technologies Division

AC13

Accounting Degree

## PROGRAM NAME: MAJOR CODE:

## NAME: STUDENT ID#: ADVISOR:

## ADDRESS:

## EMAIL ADDRESS: PHONE #:

DATE ENTERED: PROVISIONAL \_\_\_\_\_\_\_ REGULAR \_\_\_\_\_\_\_ DATE GRADUATED:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Code | Course Name | Contact  Minutes | Credit Hours | [P] = Prerequisite  [C] = Co-requisite | Term  Completed | Grade  (Repeat Grade) | Advisor’s  Initials | Date |

###### FIRST SEMESTER

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FYES 1001 | First Year Experience Seminar | 2250 | 3 | None |  |  |  |  |
| ENGL  1101 | Composition and Rhetoric | 2250 | 3 | Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score [P] |  |  |  |  |
| MATH 1111 | College Algebra | 2250 | 3 | Appropriate algebra placement test score [P] |  |  |  |  |
| COMP  1000 | Computer Literacy | 3250 | 3 | Provisional Admission [P] [C] |  |  |  |  |
| PSYC  1101 | Introduction to Psychology | 2250 | 3 | Appropriate Degree Level Writing (English) and Reading Placement Test Scores [P] |  |  |  |  |
| ACCT  1100 | Financial Accounting I | 3750 | 4 | Program Admission or Advisor Approval [P] |  |  |  |  |

TOTAL CONTACT MINUTES: 16,500 TOTAL CREDIT HOURS: 16

###### SECOND SEMESTER

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Gen Ed Area IV  Humanities/Art/Amer Lit | 2250 | 3 | ENGL 1101 - Composition and Rhetoric with C or better. [P] |  |  |  |  |
| ACCT  1105 | Financial Accounting II | 3750 | 4 | ACCT 1100 or Instructor Approval for Provisional Students [P] |  |  |  |  |
| ACCT  1120 | Spreadsheet Applications | 4500 | 4 | COMP 1000 [P] |  |  |  |  |
| ACCT | Accounting Elective |  | 3 |  |  |  |  |  |
| ACCT  1115 | Computerized Accounting | 3750 | 3 | ACCT 1100 & COMP 1000 [P] |  |  |  |  |

TOTAL CONTACT MINUTES: 18,000 TOTAL CREDIT HOURS: 17 *(Completion of Office Accounting Specialist TCC)*

###### THIRD SEMESTER

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| ACCT  2000 | Managerial Accounting | 3000 | 3 | ACCT 1105 [P] |  |  |  |  |
| BUSN  1440 | Document Production | 5250 | 4 | The ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors. AND  COMP 1000 [P] |  |  |  |  |
| ACCT  1130 | Payroll Accounting | 3000 | 3 | ACCT 1100 [P] |  |  |  |  |
| ACCT  1125 | Individual Tax Accounting | 3000 | 3 | None |  |  |  |  |
|  | Elective |  |  |  |  |  |  |  |

TOTAL CONTACT MINUTES: 14,250 + TOTAL CREDIT HOURS: 16+ (*Completion of Payroll Accounting & Computerized Accounting TCC)*

###### FOURTH SEMESTER

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Gen Ed Elective | 2250 | 3 |  |  |  |  |  |
| ACCT 2125 | Capstone Review of Accounting Principles | 3000 | 3 | Hold a 2-year Associate degree in Accounting or take the following three courses: ACCT 1105, ACCT 1125, ACCT 1130 [P] |  |  |  |  |
| ACCT | Accounting Elective |  | 3 |  |  |  |  |  |
|  | Elective |  | 3 |  |  |  |  |  |
|  | Guided Elective |  | 3 |  |  |  |  |  |

TOTAL CONTACT MINUTES: 12,000+ TOTAL CREDIT HOURS: 15+

###### PROGRAM RECOMMENDED ELECTIVES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Code | Course Name | Contact Minutes | Credit Hours | [P] = Prerequisite  [C] = Co-requisite |
| ACCOUNTING ELECTIVES | | | | |
| ACCT 2120 | Business Tax Accounting | 3000 | 3 | ACCT 1125 [C] |
| ACCT 2145 | Personal Finance | 2250 | 3 | None |
| ACCT 2140 | Legal Environment of Business | 2250 | 3 | Program Admission |
| ACCT  2135 | Introduction to Governmental and Nonprofit Accounting | 2250 | 3 | ACCT 1105 |
| ACCT  2100 | Accounting Internship I | 9000 | 4 | All Non-Elective Courses Required for Program Completion |
| OCCUPATIONAL GUIDED - ELECTIVES | |  |  |  |
| BUSN 1300 or  MGMT 1120 | Introduction to Business  Introduction to Business | 2250  2250 | 3  3 | Program Admission  Provisional Admission |
| BUSN  1420 | Database Applications | 5250 | 4 | COMP 1000 [P] |
| MGMT 1100 | Principles of Management | 2250 | 3 | Provisional Admission |
| MGMT 1125 | Business Ethics | 2250 | 3 | Provisional Admission |
| MKTG 1100 | Principles of Marketing | 2250 | 3 | None |
| MKTG  2210 | Entrepreneurship | 3750 | 3 | None |
| GENERAL - ELECTIVES | |  |  |  |
| MGMT 1105 | Organizational Behavior | 2250 | 3 | Program Admission |
| SPCH 1101 | Public Speaking | 2250 | 4 | Regular Admission or English 98 |
| PARA 1100 | Introduction to Law and Ethics | 2250 | 3 | None |

TOTAL PROGRAM CONTACT MINUTES: TOTAL PROGRAM CREDIT HOURS: 67

Credits Required for Graduation: 67 Minimum Semester Hour Credits Required for Graduation.

(**Includes 18 Credit Hours of Electives**)

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Student Signature Date

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Advisor Signature Date

*If Applicable*

**SUMMARY OF INTERNSHIP/EXTERNSHIP**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course # | Course | Practicum Hours | Intern Grade | Inst. Initial | Date | Repeat Grade | Inst. Initial | Date |
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| **DATE** | **ADVISEMENT AREA** | **ACTION TAKEN** |
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Advisement Areas: 1= Attendance, 2= Academic Progress, 3= Career Counseling,

4= Course Scheduling, 5= Others

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| --- | --- | --- | --- |
| **Advisor’s Signature** | Date | **Student’s Signature** | Date |
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