

Attachment A
New Curriculum Proposal
(Adoption of PCC Degrees and Certificates)

Courses	Prerequisites	AAS Accounting	CPC: Accounting Clerk Entry Level	< One year: Accelerated Accounting	AAS Administrative Assistant	CPC: Basic Computer Literacy	CPC: Word Processing	CPC: Spreadsheet	ASOT B Transfer	Required for # of Degrees & Certs
<i>BA101: Introduction to Business*</i>	WR115, RD115, MTH20	yes	yes						yes	3
<i>BA111: Introduction to Accounting</i>	WR115, RD115, MTH20	yes	yes	yes	yes			yes		5
<i>BA131: Introduction to Business Technology</i>	WR115, RD115, MTH20	yes	yes						yes	3
<i>BA177: Payroll Accounting</i>	BA111, BA211	yes		yes						2
<i>BA205: Business Communications Using Technology</i>		yes			yes					2
<i>BA206: Management Fundamentals</i>		yes								1
<i>BA211: Principles of Accounting I</i>	BA111, BA211	yes		yes					yes	3
<i>BA212: Principles of Accounting II</i>		yes							yes	2
<i>BA213: Managerial Accounting</i>		yes							yes	2
<i>BA222: Financial Management</i>		yes								1
<i>BA226: Business law 1</i>		Yes							yes	2
<i>BA228: Computer Accounting Applications</i>	WR115, RD115, MTH20	yes	yes	yes						3
<i>BA240 or 242: Nonprofits or Intro to Investments</i>		yes								1
<i>BA256: Income tax</i>		yes								1
<i>BA285: Human Relations-Organizations</i>		yes			yes					2
<i>CAS121: Beginning Keyboard or</i>	RD90, WR90			yes						1
<i>CAS122: Keyboarding for Speed and Accuracy</i>	RD90, WR90			yes		yes	yes	yes		4
<i>CAS123: Production Keyboarding</i>	CAS216				yes	yes	yes			1
<i>CAS133: Basic Computer Skills/Microsoft Ofc.</i>					yes	yes			yes	2
<i>CAS140: Beginning Access</i>					yes			yes		2
<i>CAS170: Beginning Excel or</i>	WR115, RD115, MTH20	yes		yes	yes	yes	yes	yes	yes	7
<i>CAS171: Intermediate Excel</i>	CAS170	yes		yes				yes	yes	4
<i>CAS216: Beginning Word or</i>	WR115, RD115	yes		yes	yes	yes	yes	yes		6
<i>CAS217: Intermediate Word</i>	CAS216	yes		yes	yes		yes	yes		5
<i>CAS231: Publisher</i>	WR115, RD115						yes			1
<i>CAS246: Integrated Computer Projects</i>					yes					1
<i>EC201: Microeconomics</i>		yes							yes	2
<i>EC202: Macroeconomics</i>		yes							yes	2
<i>MTH30: Business Math</i>					yes			yes		2
<i>OS131: 10-Key on Calculators</i>		yes		yes	yes			yes		4
<i>OS220: Business Editing Skills</i>					yes		yes			2
<i>OS240: Filing and Records Management</i>					yes					1
<i>OS245: Office Systems and Procedures</i>					yes					1
<i>OS280F: Cooperative Education Administrative Assistant</i>		yes								1
<i>CG209 Job Finding Skills</i>				yes						1
Business Program Elective				yes 3	yes 6					
Administrative Assistant Electives					yes 14					
WR121: English Composition		yes			yes		yes	yes	yes	
WR 90, 115 or 121				yes						
Total Credits		92	14	29	94	13	26	27	90	
<i>* courses in italics are available via PCC On-Line</i>										