

ACADEMIC PLANNING TIPS FOR ACCOUNTING MAJORS



This information is available to assist accounting majors who are unable to meet with an academic advisor prior to registering for classes. It is highly recommended that all business majors meet with an advisor periodically to review their academic progress. If a student is unable to get an advising appointment prior to registering for courses, this information along with a major check sheet may be useful in planning a schedule. The student is advised to still attempt to meet with an advisor at some point.

Priorities, sequencing and availability:

Admission to the College of Business (<http://www.business.appstate.edu/academics/admission.php>)

- The first priority is to complete requirements for admission to the COB. This includes courses, earned hours, required GPAs and (for students who entered ASU Fall 2004 or after) the computer proficiency test.
- If you do not feel prepared to take MAT 1030, then MAT 1020 is a good course to take to prepare for it. The hours for MAT 1020 will count as free electives outside of the COB.
- The Basic Computer Skills Proficiency Test can be taken during the freshman year and should be taken no later than the first semester of the sophomore year.

Accounting Courses (<http://www.business.appstate.edu/advising/checksheets.php>)

- Students should take ACC 3100 as soon as possible since it is the first in a three part sequence (ACC 3100 → ACC 3110 → ACC 4550). Most students take ACC 3100 and ACC 3200 the first semester they are eligible.
- Students will need to take two and sometimes three accounting courses during the same semester unless some are taken during summer school.
- ACC 3100 is also a prerequisite for ACC 3570.
- ACC 3580 is a prerequisite for ACC 4580.
- ACC 3110 is a prerequisite for both ACC 4550 and 4560.
- Usually ACC 3100 and 3110 are offered in the summer; you can also often find ACC 3200, 3560, 3570 and 3580 in the summer. If you are counting on taking an accounting course (or any course) in the summer, you should always check with the department first to be sure it is being offered.
- **All other COB core courses must be taken prior to MGT 4750 (which must be taken during the final semester of course work). A graduation audit is required in order to get a permit for MGT 4750.**

Core Curriculum (<http://www.business.appstate.edu/advising/checksheets.php>)

- Core curriculum courses (except those listed as requirements for admission to the COB) **do not** have to be completed in order to be admitted to the COB.
- All designators will be automatically met by required courses with the exception of two MC (multicultural) designators which can be found in the social sciences, humanities, COB electives or free electives. Students who entered fall 2005 or after and who are eligible to take HIS 1103 and an additional social science in place of HIS 1101/1102 may need an additional MC designator.

Special considerations for accounting majors:

- Most courses require a C- to move to the next level
- A "C" average is required in the 27 hours of accounting courses required in the major
- The following courses usually need to be taken prior to an internship: ACC 3100, ACC 3110, ACC 3570, ACC 3580, ACC 4560 or 4760
- At some point, unless you go to summer school, you will probably have to take three accounting courses together. It is best to try not to take more than three accounting courses at the same time.
- Students planning a spring internship should attempt to keep a light course load in the previous fall because of the time required for "Meet the Firms", internship interviews and, for some, Beta Alpha Psi meetings.

C-

Internships: (<http://www.business.appstate.edu/career/internships.php>)

- Internships are not required, but are highly recommended
- Most internships take place in the spring semester of the senior year. The student will either do a 10 week internship for 6 credit hours or a 15 week internship for 9 credit hours. The student cannot always choose which type of internship to do – sometimes it depends on which type he/she is offered.
- For students doing the 10 week internship, there are two mini-courses offered the second half of the semester so the student will be full time (usually ACC 4550 and ACC 4580, which counts as an accounting elective). For students doing a 15 week internship, there is one mini-course offered at the end of the semester so the students will be full-time (usually ACC 4760 or another accounting elective).
- Students should prepare an academic plan as if doing a 10 week internship. If the student instead participates in a 15 week internship, he/she may have to stay the following summer to complete ACC 4550.
- Students planning a spring internship should attempt to keep a light course load in the previous fall because of the time required for “Meet the Firms”, internship interviews and, for some, Beta Alpha Psi meetings.
- Students planning to do an accounting internship should see Heidi Williams, Director of Career Services and Dr. Doug Roberts, internship coordinator for accounting majors.
- Students doing an internship must be registered for ACC 3900 and pay tuition for that course (Heidi Williams handles registration for that course).
- Students wanting to do an internship at any time other than the spring semester should contact Dr. Tim Forsyth.
- Internships will not count as accounting electives. Internship hours will only count as COB electives or 3000/4000 level free electives.

Students seeking CPA certification

- CPA certification is not part of the B.S.B.A. in Accounting – it is a separate certification available outside of the university setting
- Information about requirements for CPA certification is online at <http://www.nccpaboard.gov/Clients/NCBOA/Public/Static/index.html>.
- The accounting department recommends that students seeking CPA certification take ACC 3560 and ACC 4580 as their accounting electives.
- At this point in time, students need 150 hours to get CPA certification. Students can get these additional hours by taking any type of course work, but often students will use these extra hours to get a second undergraduate major or to pursue a Master’s degree.

CPA



Planning Summer Classes

(<http://www.business.appstate.edu/advising/summer.php>)

Students planning to take summer classes either at ASU or at another school should pay special attention to which courses will be offered and (for courses taken at another school), how they will count. ASU’s summer course offerings will not be available when students pre-register for spring classes (in the middle of the fall semester), but will be available before spring classes begin. Students who are planning to take summer courses at ASU must check the summer offerings BEFORE beginning spring courses in order to be certain that the courses that he/she needs will be offered. If they are not, the student may need to adjust his/her spring schedule.

Students planning to take courses at another school in the summer must complete a form (Permission to Take Course Work at Another School) in the Registrar’s Office and, for 3000/4000 level courses, get the approval of the appropriate chairperson.

Basic Computer Skills Proficiency Test (<http://www.business.appstate.edu/advising/testfaq.php>) - Students using a fall 2004 or later catalog must pass the Basic Computer Skills Proficiency Test in order to be admitted to the College of Business.

Check the COB Advising website (<http://www.business.appstate.edu/advising/>) for more information about COB admission requirements, proficiency test, major requirements, etc. that will help you with your academic planning.