

**CCTC Course: ACC 101 (Accounting Principles I)****SECTION I (For the student)**

**Please read this form completely, including Section III (Policies and Disclosure Information). Please note that a grade of 70% or higher is required for successful completion of the proficiency test.**

Please complete this section of the form and give it to your teacher.

Your Name: (PLEASE PRINT) \_\_\_\_\_ SSN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

High School: \_\_\_\_\_ Career Center: \_\_\_\_\_

Date of (or anticipated) Graduation from High School: \_\_\_\_\_

**Section II (For the teacher)**

I verify that this student has mastered the major competencies listed below, and therefore, I recommend this student take the ACC 101 proficiency test. **(Please initial each competency)**

- \_\_\_\_\_ 1. Define and properly use accounting terminology.
- \_\_\_\_\_ 2. Prepare the following accounting reports/statements: Chart of Accounts, Trial Balance, Income Statement, Balance Sheet, and Statement of Retained Earnings.
- \_\_\_\_\_ 3. Analyze, record, post, and explain the impact of various events or transactions on the accounting system.
- \_\_\_\_\_ 4. Prepare adjusting entries and explain how they impact financial statements.
- \_\_\_\_\_ 5. Explain and compute various ratios.
- \_\_\_\_\_ 6. Describe what internal controls are and how they are integrated into an accounting system.
- \_\_\_\_\_ 7. Describe the accounting cycle and what happens in each step.
- \_\_\_\_\_ 8. Explain and prepare a classified balance sheet, multiple step and single step income statement.
- \_\_\_\_\_ 9. Describe the relationship between control and subsidiary accounts.
- \_\_\_\_\_ 10. Explain the purpose of internal controls and identify various types of internal controls.
- \_\_\_\_\_ 11. Prepare a bank reconciliation.
- \_\_\_\_\_ 12. Explain cash management and how management personnel can accelerate cash inflows and delay cash outflows.

Teacher (or high school official) Name (PLEASE PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of high school/career center course(s) in which this student gained the required competencies for possible exemption credit: \_\_\_\_\_

Date of course completion, or expected completion: \_\_\_\_\_

Comments (if applicable): \_\_\_\_\_

Please contact Matthew Cady, Accounting and Management Department Chair, to schedule the ACC 101 proficiency test and for questions regarding articulation for ACC 101. Phone: (803) 774-6665; Email: cadyml@cctech.edu

**SECTION III****Secondary School Articulation Exemption Credit Procedures & Disclosure Information**

1. Students should contact their guidance counselor or teacher at the high school or career center or the Registrar at Central Carolina Technical College to determine whether specific secondary course work is eligible for articulation and to obtain information on requirements and procedures for requesting exemption credit.
2. Students requesting exemption credit should complete Section 1 of the Secondary School Articulation Form for each course in which s/he is interested in receiving exemption credit.
3. The high school or career center teacher will determine if the student has mastered the major course competencies and is eligible to take the proficiency test. If so, the teacher should complete Section 2 of the Secondary School Articulation Form for each course the student is requesting exemption credit.
4. The high school teacher/official should contact the CCTC program manager (at the email/phone number listed on the Secondary School Articulation Form) to schedule the proficiency test and should submit completed forms to the CCTC program manager/instructor administering the test.
5. The CCTC program manager/instructor should administer the proficiency test and complete a Proficiency Test Form for each student taking the test, indicating whether the student passed or failed the test.
6. The CCTC program manager/instructor should submit the completed Secondary School Articulation Forms, Proficiency Test Forms, and graded proficiency tests to the CCTC Registrar.
7. The CCTC Registrar should provide students with results of the proficiency test and instructions for obtaining exemption credit.
8. Students must meet all admissions requirements at CCTC and should inform the admissions counselor of pending exemption credit when being admitted to the college.
9. After the student is admitted to the College, Student Records will post the exemption credit as a grade of "E" on the student's official CCTC transcript. ("E" grades do not count in a student's grade point average.)
10. Exemption credit may apply to a required course in the articulated program or an elective course depending on whether or not the course is listed as required for a specific curriculum in the College catalog. If a student enters a program at CCTC for which the course is not required, the student may use the course as elective credit if permission is granted by the program department chair/program manager.
11. Students will have no more than two years following high school graduation to complete the secondary articulation procedures and request exemption credit.
12. A high school student who takes a proficiency test will have his/her Secondary School Articulation Form and Proficiency Test Form (indicating if the student passed) kept on file in the Student Records Office for two years following high school graduation. The graded proficiency test will remain on file in the appropriate department office or Student Records Office for two years following the test date.
13. Exemption credit earned at CCTC does not imply or guarantee that such credit will be honored by other institutions of higher education.
14. All proficiency exams will be developed, administered, and scored by Central Carolina Technical College faculty and/or staff.