

**BUSINESS MANAGEMENT  
ACCOUNTING  
LETTER OF RECOGNITION  
PREPARATION FOR EMPLOYMENT**

The Accounting Letter of Recognition provides students the opportunity to enhance their accounting skills and to expand their career opportunities in the areas of bookkeeping and accounting. Students will develop basic skills in financial accounting and personal finance management. Topics will include the basic accounting process, financial statement analysis, and fostering sound personal financial decisions. Students will also be given an overview of general business fundamentals, including management, marketing, and business organization. All credits earned in this Letter of Recognition apply toward a one-year certificate in Business Accounting and a two-year Associate of Applied Science degree in Business Management.

	Credit Hours
Business Administration 101 (Introduction to Business) .....	3
Business Administration 108 or 218 (Personal Finance or Accounting Systems and Software)....	3
Business Administration 215 (Financial Accounting).....	3
Total Credit Hours:	9

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*NOTE: All courses specifically identified by course number are graduation requirements for this program.*