

**BUSINESS ACCOUNTING  
ONE-YEAR CAREER PROGRAM  
PREPARATION FOR EMPLOYMENT**

This certificate program is designed for persons who desire a concentrated program in accounting and who do not intend to transfer to a four-year institution. Graduates will be prepared to function as office bookkeepers/accountants in a CPA firm or accounting office. All credits are transferable to an associate degree program if the student wishes to pursue further studies. This is a career program and is designed to enable students to seek employment at the program's completion. Students wishing to transfer should consult with their advisor or Advising Center staff regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for a Certificate in Business Accounting.

<b>FIRST SEMESTER</b>	Credit Hours
Business Administration 101 (Introduction to Business) .....	3
Business Administration 108 (Personal Finance) .....	3
Business Administration 215 (Financial Accounting).....	3
Computer Technology 101 (Computer Literacy) .....	3
English 101 (Freshman English I) .....	3
<b>Total:</b>	<b>15</b>

<b>SECOND SEMESTER</b>	
Business Administration 207 (Managerial Accounting) .....	3
Business Administration 218 (Accounting Systems and Software) ..	3
Business Elective or Computer Technology 221 (Office Applications I) .....	3
Economics Elective .....	3
Mathematics Elective .....	3
<b>Total:</b>	<b>15</b>
<b>Total Credit Hours:</b>	<b>30</b>

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