Accounting One-Year Certificate

PROFESSIONAL TECHNICAL

2012-2013 Certificate Requirements

Major Courses

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
ACCT&	201	Principles of Accounting I	5		
ACCT&	202	Principles of Accounting II	5		
Select 2 courses from the following:					
BUS	105	Business & Payroll Tax Accounting	5		
BUS	111	Computerized Accounting	5		
BUS	250	Management Information Systems	5		
		Subtotal	**20**		

Major Support (a minimum of 12 credits are required)

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
BUS&	101	Introduction to Business	5		
BUS	107	Federal Income Taxes	5		
BUS	120	Personal Finance ***or***	5		
BUS	210	Managing Personal Finances	5		
BUS	130	Project Management ***or***	5		
PROJ	100	Introduction to Project Management	5		
BUS	220	Advanced Personal Finance	5		
ACCT&	203	Principles of Accounting III	5		
BUS&	201	Business Law	5		
POLS&	200	Introduction to Law	5		
BUS	264	Fraud & Accounting Information Systems	5		
BUS	2952	Supervised Employment	1-5		
BUS		1 BUS course listed in Major Courses section above	5		
CS	101	Intro to Computers & Information Technology	5		
CS	106	Database Systems	5		
CS	108	Intermediate Spreadsheets	2		
ECON&	202	Macro Economics	5		
ECON&	201	Micro Economics	5		
MATH&	146	Introduction to Stats	5		
MATH	147	Finite Math	5		
MATH&	148	Business Calculus	5		
		Subtotal	**12**		

General Education

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
ENGL&	101	English Composition I	5		
MATH	106+	MATH 106 ***or*** above	5		
Psychology *or* Sociology (select 5 credits)					
PSYC&	100	General Psychology ***or***	5		
PSYC	201	Social Psychology ***or***	5		
SOC&	101	Intro to Sociology	5		
Communication Studies (select 3-5 credits)					
CMST	101	Speech Essentials ***or***	3		
CMST	110	Communication Behavior ***or***	3		
CMST&	220	Public Speaking	5		
		Subtotal	**18-20**		
		Total Credits Required	**50-55**		