

32 Credit Hour Certificate – Accounting

Name: _____ ID#: _____ Date: _____

The Associate of Applied Science degree in Business Administration prepares graduates to work in a variety of occupations such as: accounting analyst, accounting assistant, accounting clerk, bookkeeper, accounts receivable clerk, fiscal technician, and more. The combination of specialized courses prepares graduates to immediately enter the workforce in the accounting field, and the small class sizes make this program a perfect fit for those people wanting to begin their career in the world of finance. Students gain valuable knowledge in the areas of elementary, managerial, cost, federal, and computerized accounting as well as an understanding of business and marketing strategies.

Taken	Course	Required Courses	Hours	Milestone*
	ACC101	Accounting I	3	ACC101
	ACC102	^Accounting II	3	
	ACC210	^Federal Income Tax Accounting – Fall Only	3	
	ACC214	^Computerized Accounting Applications Using QuickBooks – Spring Only	3	
	ACC218	^Payroll Accounting – Spring Only	3	
	BUS261	Spreadsheet Applications Using Microsoft Excel – Fall Only	3	
		Directed Electives (See Below)	14	
			32	
		Directed Electives (14 credit hours needed)		
	ACC110	Personal Finance	3	
	ACC211	^Managerial Accounting – Fall Only	3	
	ACC295 SKL250	^Accounting Internship <u>or</u> ^Employment Seminar	1-2	
	BUS100	Introduction to Business	3	
	BUS150	^Business Communication	3	
	BUS152 <u>or</u> MTH140 <u>or</u> MTH142 <u>or</u> MTH160 <u>or</u> MTH190	^Business Math – Spring Only <u>or</u> ^College Algebra <u>or</u> ^Quantitative Reasoning <u>or</u> ^Elementary Statistics <u>or</u> ^Calculus for Business and Life Sciences	3	
	SKL101	College Orientation	1	
		Minimum Required Hours for Certificate	32	

*It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the certificate in a timely manner. In addition, if students do not successfully complete the Milestone course(s), they are strongly encouraged to re-enroll in the course(s) the following semester.

**Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

^Please refer to the course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and/or enroll in the co-requisite course(s).