

Certificate (one year): Accounting Clerk

Year 1

	FALL TERM	WINTER TERM	SPRING TERM
*	BA 101, 4 CR, Intro to Business	BA 131, 4 CR, Intro to Business Technology	BA 205, 4 CR Business Communication
*	BA 211, 4 CR, Principles of Accounting	BA 212, 4 CR, Principles of Accounting II	BA 228, 4 CR, (A) Comp. Accounting Applications-Quickbooks
	BA 218, 3 CR, Personal Finance	CAS 170, 3 CR, Beginning Excel	MTH 105, 4 CR, Applied Math
	CAS 133, 4 CR, Basic Computer Skills	WR 121, 4 CR, English Composition	
	15 Credit Total	15 Credit Total	12 Credit Total

Year 2

	FALL TERM	WINTER TERM	SPRING TERM
*	BA 177, 3 CR, (A) Payroll Accounting		
*	BA 285, 3 CR, Human Relations in Organizations		
	6 Credit Total		

Total: 48 CR

* Yellow highlights indicate suggested course sequence for part-time students.