

<b>Certificate (one year): Accounting Clerk</b>			
	<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
<b>YEAR 1</b>	BA 211 Principles of Accounting I (4 CR)	BA 212 Principles of Accounting II (4 CR)	BA 228 Comp. Accounting Applications- Quickbooks (4 CR)
	CAS 133 Basic Computer Skills (4 CR)	CAS 170 Beginning Excel (3 CR)	MTH 105 Math in Society (4 CR)
	BA 101 Intro to Business (4 CR)	WR 121 English Composition I (4 CR)	BA 205 Business Communication (4 CR)
	<b>12 Credit Total</b>	<b>15 Credit Total</b>	<b>12 Credit Total</b>
	<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
<b>YEAR 2</b>	BA 177 (A) Payroll Accounting (3 CR)		
	BA 285 Human Relations in Organizations (3 CR)		
	BA 218 Personal Finance (3 CR)		
	<b>9 Credit Total</b>		
			<b>Total Credits: 48</b>

2023-2024

**Part Time Students:**

<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>
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