

Certificate (one year): Accounting Clerk

	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	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 105Z Math in Society (4 CR)
	BA 101 Intro to Business (4 CR)	WR 121Z English Composition I (4 CR)	BA 205 Business Communication (4 CR)
		BA 131 Intro to Business Tech. (4 CR)	
	12 Credit Total	15 Credit Total	12 Credit Total
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	BA 177 (A) Payroll Accounting (3 CR)		
	BA 285 Human Relations in Organizations (3 CR)		
	BA 218 Personal Finance (3 CR)		
	9 Credit Total		
			Total Credits: 48

2024-2025

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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