

Degree & Certificate Requirements

Accounting One-Year Certificate PROFESSIONAL TECHNICAL 2025-2026 Certificate Requirements

Major Courses

Students must earn a minimum 2.0 grade in all Major courses.

Course Number	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:				
ACCT 101	Introduction to Accounting [RE]	5		
ACCT 105	Business & Payroll Tax Accounting [RE]	5		
ACCT 107	Federal Income Taxes [RE]	5		
ACCT 111	Computerized Accounting [RE]	5		
Subtotal		20		

Major Support

Students must earn a minimum 2.0 grade in all Major Support courses.

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
Select 5 credits from the following:				
ACCT 222	Advanced Microsoft Excel [RE]	5		
and				
CS 101	Intro to Computers & Information Technology	5		
or				
CA 120	Introduction to Computer Applications [RE]	3		
and				
CA 140	Introduction to Microsoft Word [RE]	1		
and				
CA 150	Introduction to Microsoft Excel [RE]	1		
and				
CA 170	Introduction to Microsoft Outlook [RE]	1		
Select 10 credits from the following:				
ACCT 101	Introduction to Accounting [RE]	5		
ACCT 105	Business & Payroll Tax Accounting [RE]	5		
ACCT 107	Federal Income Taxes [RE]	5		
ACCT 111	Computerized Accounting [RE]	5		
ACCT& 203	Principles of Accounting III	5		
BUS 120	Personal Finance [RE]	5		
or				
BUS 210	Managing Personal Finance [RE]	5		
BUS 250	Management Information Systems	5		
BUS 263	Principles of Finance [RE]	5		
BUS 271	Human Relations in Business [RE]	5		
BUS 295	Business Internship [RE]	5		
BUS& 201	Business Law	5		
ECON 110	Economic Trends, Issues and Policy [S/B]	5		
ECON& 201	Micro Economics [S/B]	5		
ECON& 202	Macro Economics [S/B]	5		
Subtotal		15		

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General Education

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
ENGL& 101	English Composition I [C]	5		
Mathematics - select 5 credits from the following:				
MATH& 146	Introduction to Stats [M/S] [Q/SR]	5		
MATH 147	Finite Math [M/S] [Q/SR]	5		
MATH& 148	Business Calculus [M/S] [Q/SR]	5		
Social and Behavioral Sciences - 5 credits:				
BUS& 101	Introduction to Business [S/B]	5		
Communication - select 5 credits from the following:				
CMST& 210	Interpersonal Communication [C]	5		
CMST& 220	Public Speaking [C]	5		
		Subtotal	20	
		Total Credits Required	55	