

# Degree & Certificate Requirements

## Accounting One-Year Certificate PROFESSIONAL TECHNICAL 2020-2021 Certificate Requirements

### 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		
<b>Select 2 courses from the following:</b>				
BUS 105	Business & Payroll Tax Accounting	5		
BUS 111	Computerized Accounting	5		
BUS 250	Management Information Systems	5		
<b>Subtotal</b>		<b>20</b>		

### Major Support

#### Select a minimum of 12 credits from the following:

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
BUS& 101	Introduction to Business	5		
BUS 107	Federal Income Taxes	5		
BUS 120	Personal Finance	5		
or				
BUS 210	Managing Personal Finance	5		
PROJ 100	Introduction to Project Management	5		
ACCT&203	Principles of Accounting III	5		
BUS& 201	Business Law	5		
BUS 255	Legal Institutions & Processes in Am. Business	5		
BUS 264	Fraud & Accounting Information Systems	5		
BUS 295	Supervised Employment	1-5		
BUS	1 BUS course listed in Major Courses section above	5		
CS 101	Intro to Computers & Information Technology	5		
CS 106	Database Systems	5		
CS 108	Intermediate Spreadsheets	2		
ECON&202	Macro Economics [S/B]	5		
ECON&201	Micro Economics [S/B]	5		
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		
<b>Subtotal</b>		<b>12-15</b>		

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## General Education

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
ENGL&101	English Composition I [C]	5		
<b>Mathematics - select 5 credits from the following:</b>				
MATH 106	Business Mathematics	5		
Any MATH course higher than 106		5		
<b>Psychology or Sociology - select 5 credits from the following:</b>				
PSYC&100	General Psychology [S/B]	5		
PSYC 201	Social Psychology [S/B]	5		
SOC& 101	Intro to Sociology [S/B]	5		
<b>Communication Studies - select 3-5 credits from the following:</b>				
CMST 104	Speech Essentials [C]	3		
CMST 110	Communication Behavior [C]	3		
CMST&210	Interpersonal Communication [C]	5		
CMST&220	Public Speaking [C]	5		
CMST 260	Multicultural Communication [C]	5		

**Subtotal**      18-20  
**Total Credits Required**      50-55