

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 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)
		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	

2022-2023

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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One-year Accounting Clerk Certificate	CR
BA 101: Intro to Business ^F	4
BA 131: Intro to Business Technology ^W	4
BA 177: Payroll Accounting ^F	3
BA 205: Business Communication ^{Sp}	4
BA 211: Principles of Accounting I ^F	4
BA 212: Principles of Accounting II ^W	4
BA 218: Personal Finance ^F	3
BA 228: Comp. Accounting Applications - Quickbooks ^{Sp}	4
BA 285: Human Relations in Organizations * ^F	3
CAS 133: Basic Computer Skills ^F	4
CAS 170: Beginning Excel ^W	3
MTH 105: Math in Society * ^{Sp}	4
WR 121: English Composition I * ^W	4
Total	48
* Satisfies Gen. Ed. Related Instruction	
F = Fall; W = Winter; Sp = Spring; Su = Summer	