



**CERTIFICATE IN  
ACCOUNTING SPECIALIST  
(DAY/EVENING)**

FIRST SEMESTERC – L – CR

ACC 101	Accounting Principles I**	3 – 0 – 3.0
BAF 101	Personal Finance**	3 – 0 – 3.0
BUS 121	Business Law I**	3 – 0 – 3.0
CPT 101	Introduction to Computers**	<u>3 – 0 – 3.0</u>
		12 – 0 – 12.0

SECOND SEMESTER

ACC 102	Accounting Principles II**	3 – 0 – 3.0
ACC 150	Payroll Accounting**	3 – 0 – 3.0
CPT 178	Software Applications**	3 – 0 – 3.0
SPC 209	Interpersonal Communications	<u>3 – 0 – 3.0</u>
		12 – 0 – 12.0

SUMMER TERM

ACC 124	Individual Tax Procedures**	3 – 0 – 3.0
ACC 246	Integrated Accounting Software**	<u>3 – 0 – 3.0</u>
		6 – 0 – 6.0

\*\*A grade of “C” or better is required.

Electives and/or additional courses required for graduation: None

TOTAL CREDITS: 30.0

PROGRAM ADDITIONS: None

PROGRAM DELETIONS: None