

## BUSINESS

### Accounting Certificate

The Accounting emphasis will prepare students for entry level employment for general accounting tasks such as accounts payable and receivable, payroll, billing, and computerized accounting.

		Fall	Spring
ACC 101	Fundamentals of Accounting .....	3	
BTE 108	Ten-Key by Touch .....	1	
BUS 115	Introduction to Business .....	3	
BUS 216	Legal Environment of Business .....	3	
CIS 118	Intro to PC Applications .....	3	
MAN 102	Business Ethics & Values .....	1	
ACC 115	Payroll Accounting .....		3
ACC 125	Computerized Accounting .....		3
BTE 225	Administrative Office Management .....		3
BTE 287	Cooperative Ed/Internship .....		1
CIS 155	PC Spreadsheet Concept .....		3
MAR 160	Customer Service .....		3

### Entrepreneurship Certificate

The Entrepreneurship emphasis will prepare students to operate or own a small business. Students will develop an understanding of managing a business which includes being able to make legal, ethical, financial, and marketing decisions.

		Fall	Spring
ACC 121	Principles of Accounting I .....	4	
BUS 115	Introduction to Business .....	3	
BUS 120	Intro to E-Commerce .....	3	
CIS 118	Intro to PC Applications .....	3	
MAN 102	Business Ethics & Values .....	1	
ACC 122	Principles of Accounting II .....		4
BUS 216	Legal Environment of Business .....		3
MAN 216	Small Business Management .....		3
MAN 226	Principles of Management .....		3
MAR 160	Customer Service .....		3

## Office Applications Specialist Certificate

Office Application Specialist emphasis will prepare students to be proficient in operating commercial software packages in word processing, spreadsheets, databases, and accounting. In addition, this program will aid students in the development of skills in customer service as well as business ethics and values that is needed for successful employment in the business world.

		Fall	Spring
ACC 101	Fundamentals of Accounting .....	3	
BTE 100/108	Computerized Keyboarding or Ten-Key by Touch .....	1	
BUS 115	Introduction to Business .....	3	
CIS 118	Intro to PC Applications .....	3	
CIS 135	Complete PC Word Processing .....	3	
MAN 102	Business Ethics & Values .....	1	
ACC 125	Computerized Accounting .....		3
BTE 225	Administrative Office Management .....		3
BTE 287	Cooperative Ed/Internship .....		1
CIS 145	Complete PC Database .....		3
CIS 155	PC Spreadsheet Concepts .....		3
MAR 160	Customer Service. ....		3

