

BUSINESS ADMINISTRATION
Accounting Major
Associate in Specialized Business Degree Program
Eighteen months / 1550 clock hours / 104 quarter credits

This program is designed to prepare the student for a career as an accounting assistant, bookkeeper, AP/ AR clerk, etc. The student is also provided a sound education base for continuing his or her education within the field of business administration or accounting.

The program is divided into six quarters during which time the student will complete the following subjects:

Course Number	Course Title	Quarter Credits
AC101	Principles of Accounting I ▪	4.0
AC102	Principles of Accounting II ▪	4.0
AC103	Payroll Records and Accounting ▪	3.0
AC104	Federal Income Tax Accounting ▪	3.0
AC105	Computerized Accounting ▪	3.0
AC201	Managerial Accounting ▪	4.0
AC202	Intermediate Accounting I ▪	4.0
AC203	Intermediate Accounting II ▪	4.0
BA101	Introduction to Business ▪	5.0
BA103	Business Law I ▪	5.0
BA203	Elements of Economics	4.0
BA209	Customer Service	4.0
BA 210	Business Administration Externship ▪	12.0
CT101	Computer Fundamentals *	4.0
CT105	Word Processing	3.0
CT106	Spreadsheets	3.0
CT206	Advanced Spreadsheets	3.0
EC101	English Composition *	4.0
EC102	Communication *	5.0
EC201	Business Communication	4.0
MA101	Business Mathematics	4.0
OT101	Keyboarding I	3.0
OT103	Records Management	3.0
PD100	Student Success	1.0
PD101	Professional Development I	1.0
PD102	Professional Development II	2.0
PS101	Introduction to Psychology *	5.0

* indicates a general education requirement

▪ Students must earn a grade of C- or better in order to graduate