*Success Guide*

BUSINESS MANAGEMENT - ACCOUNTING

Associate in Applied Science

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| **Semester** | **Course Prefix and Number** | **Course Description** | **Credit Hours** | **Area** |
| **1** | BIO 101 | Biology I or other natural science | 4 | III |
| BUS 100 | Introduction to Business | 3 | V |
| ENG 101 | English Composition I | 3 | I |
| MTH 100 or  MTH 108 | Intermediate College Algebra or  Quantittaive Reasoning or higher level math | 3 | III |
| ART 100 or  MUS 101 or  THR 120 | Art Appreciation or  Music Appreciation or  Theater Appreciation | 3 | II |
|  | Semester Total | 16 |  |
| **2** | BUS 241 | Principles of Accounting I | 3 | V |
| CIS 146 | Microcomputer Applications | 3 | V |
| ECO 231 or  ECO 232 | Priciples of Macroeconomics or  Priciples of Microeconomics | 3 | IV |
| OAD 131 | Business English (Spring Only) | 3 | V |
| SPH 106 or  SPH 107 | Fundamentals of Oral Communication or  Fundamentals of Public Speaking | 3 | II |
|  | Semester Total | 15 |  |
| **3** | BUS 242 | Principles of Accounting II | 3 | V |
| BUS 215 | Business Communications | 3 | V |
| BUS 275 | Principles of Management | 3 | V |
| CIS 117 | Database Management Software Applications (Fall Only) | 3 | V |
| OAD 218 | Office Procedures (Fall Only) | 3 | IV |
|  | Semester Total | 15 |  |
| **4** | BUS 245 | Accounting with QuickBooks (Spring Only) | 3 | V |
| BUS 253 | Individual Income Tax | 3 | V |
| BUS 263 | Legal & Social Environment of Business | 3 | V |
| CIS 113 | Spreadsheet Software Applications (Spring Only) | 3 | V |
| BUS 210 or BUS 242 or  BUS 296 or  OAD 138 | Introduction to Accounting or Principles of Accounting II or  Business Internship or  Records & Information Management | 3 | V |
|  | Semester Total | 15 |  |
|  |  | Total Hours | 61 |  |
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|  |  | **Business Management Certificate Accounting – 42 Credit Hours** | | |

BUSINESS MANAGEMENT – ACCOUNTING

CTE Short-Term Certificate

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| **Course Prefix and Number** | **Course Description** | **Credit Hours** | **Area** |
| BUS 215 | Business Communications | 3 | V |
| BUS 241 | Principles of Accounting I | 3 | V |
| BUS 242 | Principles of Accounting II | 3 | V |
| BUS 245 | Accounting with QuickBooks (Spring Only) | 3 | V |
| BUS 263 | Legal & Social Environment of Business | 3 | V |
| BUS 275 | Principles of Management | 3 | V |
| CIS 113 | Spreadsheet Software Applications (Spring Only) | 3 | V |
| MTH 100 or  MTH 108 | Intermediate College Algebra or  Quantitative Reasoning or higher level math | 3 | III |
| OAD 131 | Business English (Spring Only) | 3 | V |
|  | Total Hours | 27 |  |