

# Business Management-Applied Accounting Specialist

## CERTIFICATE (ONE YEAR)

**Major code:** 3040  
**Department:** Business and Computer Information  
**Chair:** Nila K Stephens  
**Advising:** Darin M Bell 541-881-5842; Kent L Banner 541-881-5895

**PROGRAM OVERVIEW**

The Applied Accounting Specialist certificate prepares students for a variety of entry-level positions in the accounting field. All courses in this certificate may be applied to the Business Management-Accounting Option Associate of Applied Science degree. A minimum grade point average of 2.0 is required to obtain the certificate.

**PROGRAM/DISCIPLINE OUTCOMES**

- Students who complete certificate will be prepared to:
- Compose grammatically correct, well-organized written and oral business presentations.
  - Apply appropriate mathematical skills for business problem solving.
  - Utilize applied technology to support business functions.
  - Listen to and accurately assess responses of customers and co-workers within diverse cultural contexts.
  - Apply ethical and legal laws and regulations in solving business problems.

**DUAL CREDIT (2+2)**

Students will receive credit for Business and Computer Information classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulated on agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

**RELATED EDUCATIONAL REQUIREMENTS (17 CREDITS)**

All career and technical education degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be required to take preparatory courses.

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- COM 111Z	4 credits OR SP 219 3 credits.....	3
- BA 104	BUSINESS MATH.....	4
- BA 204	TEAMWORK DYNAMICS.....	3
- BA 214	BUSINESS COMMUNICATION.....	3
- WR 121 Z	COMPOSITION I.....	4

**REQUIRED COURSES (28 CREDITS)**

Courses are listed in suggested sequence.

**YEAR 1**

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- BA 131	INTRO TO BUSINESS COMPUTING.....	4
- BA 211	PRINCIPLES OF FINANCIAL ACCOUNTING.....	4
- BA 213	PRINCIPLE OF MANAGERIAL ACCOUNTING..	4
- BA 218	PERSONAL FINANCE.....	3
- BT 221	WORD PROCESSING PROCEDURES I.....	3
- BT 232	SPREADSHEET APPLICATIONS.....	4
- BT 251	COMPUTER-ASSISTED ACCOUNTING I.....	3
- BT 252	COMPUTER ASSISTED ACCOUNTING II.....	3
<b>Total number of credits.....</b>		<b>45</b>