

# Accounting Specialist Short-Term Certificate

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The courses in this program of study may not be offered every semester. It is important to consult with your advisor to determine course schedules to stay on track to graduate.

## Professional, Major and Elective Courses

<b>Item #</b>	<b>Title</b>	<b>Hours</b>	<b>Grade</b>	<b>Term Completed</b>
ACT 246	Microcomputer Accounting	3		
ACT 249	Payroll Accounting	3		
ACT 253	Individual Income Tax	3		
BUS 215	Business Communication	3		
BUS 241	Principles of Accounting I	3		
BUS 242	Principles of Accounting II	3		
CIS 146	Microcomputer Applications	3		
CIS 147	Advanced Micro Applications	3		
ORI 101	Orientation to College	1		
	Sub-Total Credits	25		
	<b>Total Credits</b>	<b>25</b>		