



In today's modern electronic office, a background in microcomputers is necessary for being successful in the accounting field. The dual option is designed to give the students the necessary tools to be successful in this environment. The latest software packages are used as well as business-oriented accounting principles.

Students will use IBM compatible computers and systems for all microcomputer applications. The Business Administration part of the program is designed to allow for acquiring a broad background in the management area.

Module 1 (6 credits)

PI01 Psychology of Success
TI01 Keyboarding for Microcomputers

Module 2 (9 credits)

MI01 Mathematics
MCI10 Microcomputer Seminar
LI01 Law I

Module 3 (6 credits)

MCI11 Microsoft Word
EI01 English I

Module 4 (9 credits)

MCI23 Microsoft Excel
MCI13 Microsoft Outlook
OTI02 Office Technology

Module 5 (6 credits)

MCI22 Access
ACI01 Accounting I

Module 6 (9 credits)

EI03 Written Communications
GEI05 Human Relations
MCI07 Microsoft PowerPoint

Module 7 (6 credits)

MC280 Web Page Design
MCI12 Computerized Accounting I

Module 8 (9 credits)

ACI02 Accounting II
HI01 History of Business

Module 9 (6 credits)

MC250 Fundamentals of Networking
ACI04 Payroll

Module 10 (9 credits)

MC223 Advanced Microsoft Excel
EI02 English II

Module 11 (9 credits)

AC208 Intermediate Accounting
MC290 Visual Basic

Module 12 (6 credits)

AC206 Cost Accounting
AC209 Managerial Accounting

Module 13 (6 credits)

MC212 Computerized Accounting
ACI05 Federal Taxes

Module 14 (9 credits)

EI04 Career Development
MC222 Microsoft Advanced Access

Module 15 (12 credits)

BA110 Business Seminar
or 4 (3) credit courses

* Denotes Elective Course

Program Total: 117 Credits