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## Certificates and Programs

### Accounting (0002)

#### Basic Certificate (17-18 Semester Credit hours)

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Business 181	Financial Accounting I	4
Business 182	Managerial Accounting	4
Business 250	Computerized Accounting Systems or appropriate business course	3
CIS 120	Introduction to Microcomputers and	3
Plus <b>one</b> of the following <b>options</b> :		
Business 208	Federal Income Tax (or other appropriate business course)	3
Or		
Business 204	Computer Applications in Intermediate Accounting and	1
Business 205	Intermediate Accounting	3
<b>Total Credit hours</b>		<b>17-18</b>
<b>(Students should consult a Business Department Faculty Advisor)</b>		

### Accounting (0003)

#### Advanced Certificate (30 Credit hours)

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General Requirements		Credit hours
Business 111	Introduction to Business	3
Business 181	Financial Accounting I	4
Business 182	Managerial Accounting	4
Business 204	Computer Applications in Intermediate Accounting	1
Business 205	Intermediate Accounting	3
Business 208	Federal Income Tax	3
Business 241	Introduction to Finance	3
Business 250	Computerized Accounting Systems	3
<b>General Education and Electives</b> <b>(Students should consult a Business Department Faculty Advisor.)</b>		<b>6</b>
<b>Recommended Electives:</b> Your choice of Business 141		
Business 211	Business Mathematics (MATH 118 and 125 can substitute)	4
Business 214	Business Law I or	3
CIS 123	Introduction to Spreadsheets	3
Speech 101	Fundamentals of Speech Communication	3
English 101	Composition	3
English 102	Composition II	3
<b>Total Credit hours</b>		<b>30</b>

## Certificates and Programs

### Child Development Pre-School Education Option (0282)

#### Advanced Certificate (35 Credit hours)

General Requirements		Credit hours
Child Development 101*	Human Growth and Development I	4
Child Development 107	Health, Safety and Nutrition	3
Child Development 109	Language Development	3
Child Development 120	Introduction to Child Care Profession/ Group Care of Children	3
Child Development 143	Science and Mathematics for Young Children	3
Child Development 149	Creative Activities for Children	3
Child Development 201	Observation and Management of Child Behavior	3
Child Development 258	Principles of Preschool Education	4
Child Development 259	Practicum in Preschool Education	6
Child Development 262	Child Family and Community Relations	3
<b>Total Credit hours</b>		<b>35</b>

\* Student must be eligible for English 101 or have completed English 101 with at least a C grade.

### Computer Information Systems (0012)

#### Basic Certificate (12 Credit hours)

CIS 101	Introduction to Computer Information Systems	3
CIS 120	Introduction to Microcomputers	3
<i>Plus 6 credit hours of any CIS courses</i>		
<b>Total Credit hours</b>		<b>12</b>

### Computer Information Systems (0013)

#### Advanced Certificate (30 Credit hours)

General Requirements		Credit hours
Business 181	Financial Accounting	4
Business 182	Managerial Accounting	3
CIS 101	Introduction to Computer Information Systems	3
CIS 250	Introduction to Systems	3
Plus 12 semester credit hours of your choice of any CIS courses, and		12
Five semester credit hours of your choice of any electives		5
<b>Total Credit hours</b>		<b>30</b>

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## Certificates and Programs

### Management/Marketing \* (0023)

#### Basic Certificate (18 Credit hours)

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##### General Requirements

Business 111	Introduction to Business	3
Business 141	Business Mathematics (Math 118 or higher can substitute, or any business course)	3

Plus your choice of any of the following business courses:

Business 231	Marketing <b>or</b>	
Business 269	Principles of Management	3

Plus either:

English 101	Composition or	
Speech 101	Fundamentals of Speech Communications	3

Plus your choice of any two additional Business courses 6

**Total Credit hours 18**

### Management/Marketing (0022)

#### Advanced Certificate (35 Credit hours)

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##### General Requirements

Business 111	Introduction to Business	3
Business 141	Business Mathematics (Math 118 or higher can substitute)	3
Business 181	Financial Accounting	4
Business 182	Managerial Accounting	4
Business 211	Business Law I or	3
Business 212	Business Law II or	3
Business 214	Legal and Social Environment of Business	3
Business 231	Marketing	3
Business 241	Introduction to Finance	3
Business 269	Principles of Management	3
CIS 120	Introduction to Microcomputers	3
English 101	Composition	3
Speech 101	Fundamentals of Speech Communication	3

**Total Credit hours 35**

### Criminal Justice/Public Police Service (0324)

#### Basic Certificate (9 semester Credit hours)

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##### Required Core Courses:

Criminal Justice 102	Administration of Criminal Justice	3
Criminal Justice 114	Administration of Juvenile Justice	3
Criminal Justice 256	Constitutional Law	3

**Total Credit hours 9**