

**Business Administration
Accounting/Computer Applications**

**Online Program
Lower Burrell Campus**

In today's modern electronic office, a background in microcomputers is necessary to be 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

T101: Keyboarding for Microcomputers 3
P101: Psychology of Success 3

MODULE 2

MC110: Microcomputer Seminar 3
M101: Mathematics 3
L101: Law I 3

MODULE 3

AC101: Accounting I 3
MC111: Microsoft Word 3

MODULE 4

AC102: Accounting II 6
E101: English I 3

MODULE 5

E103: Written Communications 3
AC104: Payroll 3

MODULE 6

MC123: Excel 3
GE105: Human Relations 3
E102: English II 3

MODULE 7

MC280: Web Page Design 3
MC223: Advanced Microsoft Excel 6

MODULE 8

AC206: Cost Accounting 6

MODULE 9

MC250: Fund. Of Networking 3
H101: History of Business 3

MODULE 10

MC113: Microsoft Outlook 3
MC112: Computerized Acct 3
MC107: Power Point 3

MODULE 11

OT102: Office Technologies 3
MC290: Visual Basic 3

MODULE 12 (must take together!)

AC208: Intermediate Accounting 3
AC209: Managerial Accounting 3
MC122: Access 3

MODULE 13

MC212: Comp. Accounting II 3
AC105: Federal Taxes 3

MODULE 14

E104: Career Development 3
MC222: Microsoft Adv. Access 6

MODULE 15/16

Business Seminar OR 4 (3) credit classes
Mod 15: 6 credits; mod 16: 6 credits
BA105: Mgmt; BA220 Entrepreneurship;
BA104 Marketing; BA225: HR Mgmt