

# Business Administration

2015-2016 Skills Certificate and Certificate of Achievement  
Grades for all courses must be "C" or better.

	Introductory Accounting I	5	

	Introductory Accounting I	5	
	Introductory Accounting II	5	
*This course has a prerequisite.			

	Accounting Using QuickBooks Pro	3	

	Governmental Accounting I	3	
	Governmental Accounting II	3	

This program is designed for the ambitious student to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself/herself.

	Introductory Accounting I	5	
	Introduction to Business	3	
	Introduction to Computers and Their Uses	3	
	Investments	3	
	Personal Finance and Investments	3	
	Elements of Supervision	3	
	Small Business Entrepreneurship	3	
	Small Business Management II	3	
	Principles of Selling	3	
	Fundamentals of Advertising	3	
	Retail Merchandising	3	
	Principles of Public Relations	3	

This program is designed to give the student specific knowledge of accounting and an overall view of business, law and data processing. It would allow the student to take advantage of enormous opportunities in public, private or government sectors.

	Introductory Accounting I	5	
	Bookkeeping and Accounting I	3	

This program is designed to train students to advance in positions such as retail sales, insurance sales, department manager and buyer, chain store manager, credit manager, advertising salesperson, and wholesale sales work. The program is also planned for those who plan to operate their own business. Local Business associations cooperate in offering suitably paid employment experience to students.

