

Business, Management and Administration

Accounting

CERTIFICATE

Course prerequisite needs to be met for math.

First Semester		Credits
ACCT 2301	Principles of Accounting I*	3
XXXX #3##	Computer Applications Elective**	3
HRPO 2301	Human Resources Management	3
MATH 1314	College Algebra	3
Semester Total		12

Second Semester		Credits
ACCT 2302	Principles of Accounting II	3
ACNT 2331	Internal Control and Auditing OR	
ACNT 1313	Computerized Accounting Applications	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1382	Cooperative Education-Accounting Technician	3
Semester Total		12

Third Semester		Credits
ACNT 2303	Intermediate Accounting I	3
ACNT 2309	Cost Accounting OR	
ACNT 1392	Special Topics in Accounting Technician-Small Business Accounting	3
ITSW 2334	Advanced Spreadsheets	3
ACNT 1347	Federal Income Tax for Partnerships and Corporations	3
ACNT 2382	Cooperative Education-Accounting Technician	3
Semester Total		15
Program Total		39

*Recommended Prerequisite: ACNT 1303, high school accounting or bookkeeping or department approval based on business experience.

**The Computer Applications Elective may be chosen from the following courses: ITSC 1309, Integrated Software Applications I; POFI 1301 Computer Applications I; or BCIS 1405, Business Computer Application.

Payroll Specialist

The Payroll Specialist Marketable Skills Achievement Award prepares the student to perform activities associated with human resources, payroll transactions, payroll tax compliance and filing of all quarterly and yearly payroll tax reports required by company policies and government regulations.

MSA

FIRST YEAR

First Semester		Credits
ACNT 1303	Introduction to Accounting I	3
ACNT 1329	Payroll Accounting	3
POFI 1301	Computer Applications I OR	
ITSC 1309	Integrated Software Applications	3
BMGT 1391	Introduction to HR/PeopleSoft Applications I OR	
ITSW 2334	Advanced Spreadsheets OR	
ACNT 1313	Computerized Accounting Applications	3
Semester Total		12
Program Total		12

Business Administration

The AAS in Management provides up-to-date management skills for the Houston business and industrial community and anyone seeking first-line business positions as well as upgrading the skills of those presently in the industry. The degree offers management, marketing and academic core courses.

The capstones in Business Administration are as follows:
 Management AAS—BUSG 2381, Cooperative Education II.
 Management Certificate—BUSG 2380, Cooperative Education I.\Human Resource Management Specialization AAS—BUSG 2381, Cooperative Education II.
 Human Resource Management Certificate—BUSG 2380, Cooperative Education I.

For more information, call 713.718.5222 or e-mail rudy.soliz@hccs.edu.

Management

AAS

TSI Testing is required prior to first enrollment.

FIRST YEAR

First Semester		Credits
BMGT 1303	Principles of Management	3
BUSG 1301	Introduction to Business	3
ENGL 1301	Composition I	3
XXXX #3##	General Education Elective*	3
MATH 1314	College Algebra OR	
XXXX #3##	Approved Math/Natural Science Elective	3
Semester Total		15