HENDERSON COMMUNITY COLLEGE
ACADEMIC PLAN/APPLICATION FOR BUSINESS ADMINISTRATION CERTIFICATES
Accounting, Accounting Recordkeeping Specialist, Payroll Sccounting Specialist, Financial Perspectives, and Human Resource Management

EMPL ID _____ Major/Program Code _____ Name _____

(Complete shaded areas as applicable) (2013-2014)

Academic Success Requirements (May be required)	Semester Taken	Credit Hours
ENC 090 - Foundations of College Writing I		3*
ENC 091 - Foundations of College Writing II		3*
MAT 055 - Pre-Algebra		3*
MAT 065 - Basic Algebra with Measurement		3*
MAT 085 - Intermediate Algebra		3*
RDG 020 - Improved College Reading		3*
RDG 030 - Reading for the College Classroom		3*
* Courses numbered 001-099 and MA 108 do not count toward the determination of grade point average or as credit toward graduation.		

Accounting Certificate Requirements	Semester Taken	Credit Hours
ACC 201 - Financial Accounting		3
ACC 202 - Managerial Accounting		3
Approved Technical Courses - 12 credit hours		
Total Credit Hours		18

Accounting Recordkeeping Specialist Certificate Requirements	Semester Taken	Credit Hours
ACC 201 - Financial Accounting		3
ACT 196 - Payroll Accounting		3
ACT 279 - Computerized Accounting Systems		3
ACT 281 - Individual Taxation		3
ACT 286 - Financial Accounting Topics		3
CIT 105 - Introduction to Computers **OR**		
OST 105 - Introduction to Information Systems		3
Total Credit Hours		18

Payroll Accounting Specialist Certificate Requirements	Semester Taken	Credit Hours
ACC 201 - Financial Accounting		3
ACT 196 - Payroll Accounting		3
ACT 279 - Computerized Accounting Systems		3
Total Credit Hours		9

Financial Perspectives Certificate Requirements	Semester Taken	Credit Hours
ACC 201 - Financial Accounting		3
BAS 120 - Personal Finance		3
BAS 160 - Introduction to Business		3
Total Credit Hours		9

Human Resource Mangement Certificate Requirements	Semester Taken	Credit Hours
BAS 274 - Human Resource Management		3
BAS 287 - Supervisory Management		3
ACT 196 - Payroll Accounting		3
Approved Technical Courses - 9 credit hours		
Total Credit Hours		18

Electives	Semester Taken	Credit Hours

Certificates in Business Administration are awarded to students who complete the specified requirements with a cumulative grade point average of 2.0 or higher.

HENDERSON COMMUNITY COLLEGE

SEMESTER-BY-SEMESTER ACADEMIC PLAN FOR BUSINESS ADMINISTRATION CERTIFICATES

Accounting, Accounting Recordkeeping Specialist, Payroll Sccounting Specialist, Financial Perspectives, and Human Resource Management

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	