

**Financial Operations
One-Year Certificate**

TO BE ELIGIBLE FOR GRADUATION, A STUDENT
MUST COMPLETE ALL COURSES LISTED BELOW
WITH PASSING GRADE OF "D" OR BETTER AND
MAINTAIN A CUMULATIVE GPA OF AT LEAST 2.0.

STUDENT NAME: _____ DATE ENROLLED _____

STUDENT ID #: _____

Revised 10/2024

SEMESTER I			CREDIT HRS	SEMESTER TAKEN	GRADE
First 8 Weeks					
ACCT	1610	Payroll Accounting	3	_____	_____
BUSM	1550	Business Management	3	_____	_____
Second 8 Weeks					
ACCT	1550	Introduction to Financial Accounting	4	_____	_____
BUSM	1600	PC Applications	3	_____	_____
ENGL	1510	English Composition	3	_____	_____

SEMESTER II			CREDIT HRS	SEMESTER TAKEN	GRADE
MATH	2110	Principles of Statistics	4	_____	_____
First 8 Weeks					
ACCT	2920	QuickBooks for Accountants	3	_____	_____
BUSM	1660	Business Law	3	_____	_____
Second 8 Weeks					
ACCT	2190	Principles of Federal Income Tax	3	_____	_____
ACCT	2550	Advanced Financial Accounting	4	_____	_____