



MIAMI
HAMILTON &
MIDDLETOWN

Miami University
Business Technology
Hamilton (513) 785-7706
Middletown (513) 727-3271
www.muohio.edu/bte

CERTIFICATE IN ACCOUNTING

This program is designed to prepare you for an entry-level position in the field of accounting, such as data entry clerk, accounts payable or receivable clerk, or payroll clerk. All the courses required for the certificate may be applied toward the Accounting Technology associate degree. **This certificate requires 30 credits.**

NOTE: Most students complete this program on a part-time basis. However, with the proper choice of accounting courses in the second semester, it is possible to complete this certificate in two semesters.

Please note this is a guideline only; your DARS is the official program record

BTE 101 Introduction to Accounting I (3)

BTE 181 Computers and Business (3)

COM 135 Public Expression and Critical Inquiry (3) **OR**

COM 136 Introduction to Interpersonal Communication (3)

ENG 111 College Composition (3)

MTH 101 Introduction to Elementary Algebra (3) or a higher-level math class (3)

BTE 102 Introduction to Accounting II (3)

BTE 202 Payroll Records and Accounting (3)

BTE 203 Computerized Accounting (3)

ENG 215 Technical Writing (3)

Choose **ONE** of the following:

BTE 201 Federal Income Tax Procedures (3)

BTE 204 Cost Accounting (3)

BTE 205 Corporate Accounting (3)

BTE courses do not satisfy any Bachelor degree in business course requirements and a maximum of 12 credit hours of BTE may be applied.

*Program and course content are subject to change. This listing was current at the time of its printing and is intended for general informational purposes only. **It should not be relied on to represent your specific requirements.** Generally, you are bound by program requirements that existed at the time you first started at Miami University unless you elect to meet newer requirements. The Degree Audit Report System (DARS) produces an individualized report, which indicates your progress in meeting your specific program requirements. You may obtain a copy from the Records Office or from BannerWeb.*

Please be sure to consult an adviser in the Business Technology Department regularly, and before starting your program.

(Revised September 7, 2007)