

---

## CERTIFICATE IN ACCOUNTING

This program is designed to prepare an individual 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*

### Core Program Requirements:

- BTE 101 Introduction to Accounting (3)
- BTE 105 Introduction to Marketing (3)
- BTE 106 Introduction to Business & the Economy (3)
- BTE 108 Introduction to Business Law (3)
- BTE 111 Introduction to Management (3)
- BTE 181 Computers & Business (3)

### Specialized Courses:

- BTE 102 Introduction to Accounting II (3)
- BTE 202 Payroll (3)
- BTE 203 Computerized Accounting (3)
- Choose **one** of the following courses:
  - BTE 201 Federal Income Tax (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.**