

**BUSINESS  
BOOKKEEPING (BOK)  
(HEGIS 5002)**  
(Applied Academic Certificate)

The objective of the one-year program is to prepare individuals for entry-level jobs as bookkeeping office employees, with opportunities for advancement to more responsible positions. If a student decides to continue toward a two-year degree in accounting or in other Business Department programs, many of the courses already completed may be applied toward that degree.

A Certificate is awarded upon completion of the requirements for this program.

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr. Hrs.
<b>FIRST SEMESTER</b>		
ACC 100	Accounting Introductory Seminar	1
ENG 101	Composition I	3
ACC 101	Principles of Accounting	4
BUS 101	Business Mathematics	3
BUS 103	Keyboarding for Information Processing	1
BUS 109	Introduction to Microsoft Excel	1
BUS 110	Introduction to Microsoft Access	1
BUS 112	Introduction to Microsoft Word	2
	<b>TOTAL</b>	<b>16</b>
<b>SECOND SEMESTER</b>		
ENG 102, BHS 103, ECO 105, GOV 121, HIS 104, HIS 108		3
ACC 102	Principles of Accounting II	4
BUS 102	Introduction to Business	3
BUS 255	Office Practice	3
ACC 205	Computerized Accounting Applications	2
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>31</b>

**BUSINESS  
BUSINESS CERT. WITH SUNY NEW PALTZ (BUX)  
(HEGIS 0506)**  
(Certificate Program)

A COOPERATIVE CERTIFICATE PROGRAM IN UNDERGRADUATE BUSINESS COURSES PREPARING STUDENTS WITH A NON-BUSINESS BACCALAUREATE DEGREE FOR ADMISSION TO THE MASTER OF SCIENCE IN BUSINESS PROGRAM OFFERED BY SUNY NEW PALTZ.

The objective of this joint venture is to provide the citizens/students of the Mid-Hudson Valley Region a quality, cost effective, geographically convenient education for those non-business degree students desiring entrance into a graduate business program.

Dutchess Community College and the State University at New Paltz have joined together to offer qualified students a smooth path leading to the Master of Science in Business Program. The MS in Business has the following concentrations: finance, international business and decision sciences. Students interested in this program should contact the Curriculum Chair for Business Administration

**Students have the option of enrolling in these courses at either Dutchess Community College or SUNY New Paltz.**

**To complete the Certificate of Business the following courses are required:**

DCC ECO 201	Microeconomics
DCC ECO 202	Macroeconomics
DCC ACC 104	Financial Accounting
DCC ACC 204	Managerial Accounting
DCC BUS 107	Principles of Marketing
DCC BUS 104	Business Organization and Management
DCC MAT 125	Calculus with Business Applications

**Students must take the following courses at SUNY New Paltz:**

- 20341 Fundamentals of Corporate Finance
- 20309 Statistics for Business and Economics I
- 20311 Statistics for Business and Economics II

