

# ACC Dual Credit General Business Certificate



ALVIN COMMUNITY COLLEGE  
[www.AlvinCollege.edu](http://www.AlvinCollege.edu)

# General Business Dual Credit Program

## Why General Business?

The goal of the Alvin Community College (ACC) General Business Certificate is to provide a business education to prepare students for immediate entry into the business community.

The General Business Certificate offers a solid background in business fundamentals and can be tailored to accommodate a variety of career aspirations. With a focus on core business skills, including: information technology, job search, business finance, accounting, and communication; the General Business Certificate prepares students for a wide range of career possibilities.

ACC designed the General Business Certificate specifically for high school students who would like to leave high school better prepared for opportunities in the job market. Students may begin classes their freshman year and will take 1-2 classes per semester throughout their high school career. All classes are taken at the high school. This program provides the student with a level one certificate through ACC and can be counted towards an Associates of Applied Science Degree when the student decides to continue their education with ACC.

## Example of Class Schedule of Dual Credit Program:

High School Course	ACC Course	Hours
<b>Freshman Year</b>		
DC Touch System Data Entry <i>1 Semester/1 Period/.5 Credit</i>	POFT 1329 Keyboarding I	3
DC BIM I <i>1 Semester/1 Period/1 Credit</i>	BCIS 1305 Business Computer Applications	3
<b>Sophomore Year</b>		
DC Financial Math <i>TDB/1 Credit</i>	POFT 1325 Business Math	3
<b>Junior Year</b>		
DC Accounting I <i>1 Semester/1 Period/1 Credit</i>	ACCT 2301 Financial Accounting	3
DC Financial Analysis <i>1 Semester/1 Period/1 Credit</i>	ACNT 1311 Intro to Computerized Accounting – QuickBooks Certification	3
<b>Senior Year</b>		
DC Business English <i>TBD/1 Credit</i>	BMGT 1305 Communications in Management	3
DC Practicum in Business Management <i>This would be 2 class periods requiring the student to have an internship (paid or nonpaid) 2 Semesters/2 Periods/2 Credits</i>	POFT 1309 Business Office Procedures POFT 1300 Career Exploration & Planning	3

*For more information, contact the ACC Dual Credit Advisor or email [dsmith@alvincollege.edu](mailto:dsmith@alvincollege.edu)*