

PHYS 1401.....	College Physics I
PHYS 1402.....	College Physics II
PHYS 1403.....	Astronomy I
PHYS 1404.....	Astronomy II

ELECTIVE (1 Course)

One additional course needs to be selected from any of the above categories.

*Pre-requisites required.

**College-level Math (must be academic, not applied). Not including: MATH 1342, 1350 or 1351

NOTE: The second digit in a course number indicates the number of credit hours for that course.

Students should see individual program areas for specific degree requirements.

Each degree program must also contain math, computer, and communication competencies. These should be built into every course and program to the extent that they are applicable and relevant. If a program area elects math, computer science, or communication courses as general education requirements, the courses must be academic transfer courses of collegiate level and of a general nature, not geared to a specific occupation – e.g., welders, electricians, or secretaries.

Certificate Programs

PJC offers certificate programs designed to meet specific employment needs of the community. Students who enroll in certificate programs are generally interested in re-entering the job market after an absence, changing careers, or upgrading job-related skills in order to enhance employment specialization. Although certifications are normally one year in length, the specific number of credit hours varies by program area.

Accounting / Business Administration

The Accounting/Business Administration program is designed to prepare students for transfer to a four-year university as a business major and adheres to the Texas Higher Education Coordinating Board's Field of Study Curriculum for Business. The program will provide students with a background in basic academic areas such as mathematics and the sciences, as well as introductory work in the business areas of accounting, economics and business computer applications. Graduates from the program will have earned an Associate of Science degree and will be ready for junior and senior level work in such business areas as accounting, finance, management, and marketing.

Suggested Course of Study for University Transfer Students (67-70 Credit Hours)

Freshman Year	Sophomore Year
BCIS 1405	ACCT 2301
ENGL 1301	ACCT 2302
ENGL 1302	ECON 2301
HIST 1301	ECON 2302
HIST 1302	GOVT 2305
Lab Science (8 Credit Hours)	GOVT 2306
MATH 1324	Humanities (3 Credit Hours)
PHED 1134	MATH 1325
SPCH 1315 or 1321	PHED Activity
	Social/Behavioral Science (3 Credit Hours)
	Visual/Fine Arts (3 Credit Hours)

Note: Completion of the Field of Study may require an additional term(s).

CERTIFICATE IN OFFICE ACCOUNTING (42 Credit Hours)

The Certificate in Office Accounting is designed to prepare students for employment as an accounting clerk and includes coursework in accounting principles, computerized accounting packages (Peachtree and QuickBooks), databases, spreadsheets, and other related business curriculum.

First Semester

ITSC 1405	PC Operating Systems - Windows	
ITSC 1409	Integrated Software Applications 1	
POFT 1329	Keyboarding and Document Formatting or POFT 2301	Document Formatting and Skillbuilding
POFT 1321	Business Math	

Second Semester

ACCT 2301	Principles of Accounting
ACNT 1411	Intro to Computerized Acct.
ITSW 1404	Intro to Spreadsheets
POFT 2312	Business Correspondence & Communication

Third Semester

ACNT 1403	Intro to Accounting I
ITSW 1307	Intro to Database
BUSG 1301	Intro to Business
BUSG 1304	Personal Finance

One Tech Prep course, which may have been completed in high school.

ACCT 2301 Principles of Accounting I

3.3.1

A study of accounting principles as applied to vouchers, books of original entry, controlling accounts, adjusting and closing entries, financial statements, controls, and accounting concepts. Fee Charged.

- ACCT 2302 Principles of Accounting II** 3.3.1
A study of accounting principles as applied to the corporate form of business, application of accounts and records peculiar to a corporation accounting for manufacturing, and analysis of financial statements. Fee Charged. Prerequisite: ACCT 2401.
- ACNT 1403 Introduction to Accounting I** 4.3.3
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, book reconciliations, and payroll. Fee Charged.
- ACNT 1411 Introduction to Computerized Accounting** 4.3.3
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package. Fee charged.
- BUSG 1301 Introduction to Business** 3.3.0
Fundamental business principles including structure, functions, resources and operational resources. The student will describe the scope of business enterprise in the nation and the world today, identify major business functions of accounting, management, marketing and economics; describe the relationships of social responsibility, ethics and law in business; and define and apply business terminology.
- BUSG 1304 Personal Finance** 3.3.0
A study of the financial problems which people ordinarily encounter in managing their family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning. The student will identify the concepts associated with the time value of money; identify the concepts associated with personal budgeting; and recognize the differences among various savings and investment programs and classes of securities. The student will identify the options for personal insurance; describe retirement and estate planning techniques; explain the benefits of owning versus renting real property; and discuss consumer protection legislation. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package. Fee charged.
- ECON 2301 Principles of Economics (Macro)** 3.3.0
An introduction to the U.S. economy's organization and operation. Emphasis is placed on national income determination, monetary and fiscal policies, money and banking, business cycles, and economic growth.

- ECON 2302 Principles of Economics (Micro)** 3.3.0
An introduction to the market economy. Emphasis is placed on the price mechanism, supply and demand analysis, degrees of competition, and income distribution.

Agriculture

Suggested Course of Study for University Transfer Students (64-67 Credit Hours)

Freshman Year	Sophomore Year
AGRI (9 Credit Hours)*	AGRI (9 Credit Hours)*
AGRI 1309	ECON 2302
ENGL 1301	GOVT 2305
ENGL 1302	GOVT 2306
HIST 1301	Lab Science (8 Credit Hours)**
HIST 1302	Humanities (3 Credit Hours)
MATH 1314	SPCH 1315 or 1321
PHED 1134	Visual/Fine Arts (3 Credit Hours)
PHED Activity (1 Credit Hour)	

* Assigned by Agriculture Advisor.

** Recommended: BIOL 1406 & 1407 or CHEM 1411 & 1412.

Note: Completion of the Field of Study may require an additional term(s).

- AGRI 1131 The Agricultural Industry (01.0103.52 01)** 1.1.0
An overview of Agriculture: orientation, career guidance, and current trends
- AGRI 1309 Computers in Agriculture (01.0101.51 01)** 3.2.2
Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets and agricultural software.
- AGRI 1311 Introductory Dairy Science (02.0206.51 01)** 3.2.3
A study of dairy breeds, the secretion of milk, composition of milk, sanitary handling of milk, and its products, and the food value of milk products. Laboratory work in testing milk for butterfat adulteration and bacteria, and in inspecting dairies and milk plants. Fee charged.
- AGRI 1325 Marketing of Agricultural Products (01.0102.51 01)** 3.3.0
Operations in movement of agricultural commodities from producer to consumer. Essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing and risk bearing. Prerequisites: A basic economics or agricultural economic course. Special consideration may be given with the approval of the instructor.