

# Accounting

2014-2015 Catalog

Award Granted Upon Completion: Certificate in Accounting

Credits/Contacts Required: 32/32

Major code: 04/401

CIP Code: 520301

## Program Description

This program is designed for students interested in an entry level position in the field of Accounting. The program will provide the business, accounting, and computer knowledge and skills required to perform duties as a bookkeeper or accounting clerk. Students may further enhance their employability options by completing an Associate in Applied Science in Accounting/Computer Specialist degree.

### General Education Requirements

None

### Program Requirements – Min 32 credits \*

	<u>Cr</u>
ACCT-101 Accounting Principles I	4
ACCT-102 Accounting Principles II	4
ACCT-105 Accounting with Computers	3
ACCT-110 Payroll Accounting	3
BUSN-160 Introduction to Business	3
CIS-101 Computer Concepts & Applications	4
OIS-150 Word Processing Applications	4
XXXX-xxx Approved Electives **	7

### Suggested Sequences Per Semester

#### **First Semester**

ACCT-101	Accounting Principles I	4/4
BUSN-160	Introduction to Business	3/3
CIS-101	Computer Concepts & Applications	4/4
XXXX-xxx	Approved Electives **	4/4
		<u>15/15</u>

#### **Second Semester**

ACCT-102	Accounting Principles II	4/4
ACCT-105	Accounting with Computers	3/3
ACCT-110	Payroll Accounting	3/3
OIS-150	Word Processing Applications	4/4
XXXX-xxx	Approved Electives **	3/3
		<u>17/17</u>

\* Keyboarding proficiency is necessary for the successful completion of this degree. Students may demonstrate keyboarding proficiency by successfully passing the keyboarding test available in the Student Computing Center. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

\*\* Choose 7 credits from any ACCT, BUSN, CIS, HMG, or OIS courses.

- ACCT-100 will be accepted as an elective only if taken prior to successful completion of ACCT-101.