

Accounting, Certificate

2023-2024 Catalog

Award Granted Upon Completion: Certificate in Accounting

Credits/Contacts Required: **32/32**

Major code: 04/401

CIP Code: 520302

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 degree.

Certificate Requirements (Min 32 Credits) *

- ACCT 101 - Accounting Principles I **Credit(s): 4**
- ACCT 102 - Accounting Principles II **Credit(s): 4**
- ACCT 105 - Accounting with Computers **Credit(s): 3**
- ACCT 110 - Payroll Accounting **Credit(s): 3**
- BUSN 160 - Introduction to Business **Credit(s): 3**
- CIS 101 - Computer Concepts & Applications **Credit(s): 4**
- OIS 150 - Word Processing Applications **Credit(s): 4**
- XXXX xxx - Approved Electives **Credit(s): 7 ****

Suggested Sequences Per Semester

First Semester

- ACCT 101 - Accounting Principles I **Credit(s): 4**
- BUSN 160 - Introduction to Business **Credit(s): 3**
- CIS 101 - Computer Concepts & Applications **Credit(s): 4**
- XXXX xxx - Approved Electives **Credit(s): 4 ****

First Semester Total - Credit(s): 15 | Contacts: 15

Second Semester

- ACCT 102 - Accounting Principles II **Credit(s): 4**
- ACCT 105 - Accounting with Computers **Credit(s): 3**
- ACCT 110 - Payroll Accounting **Credit(s): 3**
- OIS 150 - Word Processing Applications **Credit(s): 4**
- XXXX xxx - Approved Electives **Credit(s): 3 ****

Second Semester Total - Credit(s): 17 | Contacts: 17

NOTES:

* 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 - Beginning Keyboarding.

** Choose 7 credits from any ACCT, BUSN, CIS, HMG, ECON, or OIS courses. (ACCT 100 will be accepted as an elective only if taken prior to successful completion of ACCT 101)