

Accounting Studies (Certificate) (Business)

Curriculum Code: 0903

Semester Hours Required for Graduation: 30–31

PROGRAM GOALS:

This program provides students with the basic skills and knowledge for entry-level positions in accounting or business. Employment can be found in business, private industry, government, and financial institutions.

PROGRAM OUTCOMES:

- Demonstrate an ability to utilize generally accepted introductory accounting principles.
- Efficiently utilize current technology in accounting activities.
- Adhere to ethical guidelines governing the conduct of accountants.
- Demonstrate proficiency in written and oral communication.

ACADEMIC PREPARATION:

12th-grade reading level is required (readiness to begin EN 101 – Composition). (A score of 80 or higher on the placement exam is required.)

Competency in mathematics fundamentals is required: Elementary Algebra is recommended.

Must be prepared to take CI 105 – Computer Applications. If not, CI 101 – Computer Essentials – is required for admission to the program.

LIBERAL ARTS REQUIREMENTS

0 Semester Hours

PROGRAM REQUIREMENTS

30–31 Semester Hours

AC 101	Financial Accounting	3
AC 102	Managerial Accounting	3
BU 103	Foundations of Business	3
BU 105	Business Communications	3
BU 116	QuickBooks	3
BU/CS/CI ELE	Business Elective	
	<i>or</i>	
	Computer Science Elective	
	<i>or</i>	
	Computer Information Elective	6
CI 105	Computer Applications	3
CI 150	EXCEL	3
MA ELE	Mathematics Elective	3–4
Grand Total		30–31

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SUGGESTED PROGRAM SEQUENCE

<i>1st Semester</i>			<i>2nd Semester</i>		
AC 101	Financial Accounting	3	AC 102	Managerial Accounting	3
BU 103	Foundations of Business	3	BU 105	Business Communications	3
CI 105	Computer Applications	3	BU 116	QuickBooks	3
CI 150	EXCEL	3	BU ELE	Business Elective	
MA ELE	Mathematics Elective	3-4		<i>or</i>	
Total		15-16	CS ELE	Computer Science Elective	
				<i>or</i>	
			CI ELE	Computer Information Elective	6
			Total		15

Career Opportunities: Payroll clerk, bookkeeper, accounts receivable or payable clerk or trainee, purchaser trainee, office manager trainee or assistant.