

Accounting Studies (Certificate) (Business)

Curriculum Code: 0903

Semester Hours Required for Graduation: 30

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 LEARNING 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. Placement test scores must indicate readiness to begin EN 101-Composition.

Competency in mathematics fundamentals is required: Pre-Algebra or Pre-Statistics 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 Semester Hours

AC 101	Financial Accounting	3
AC 102	Managerial Accounting	3
AC 116	QuickBooks	3
BU 103	Foundations of Business	3
BU 105	Business Communications	3
BU ELE	Business Elective	
	or	
CS ELE	Computer Science Elective	
	or	
CI ELE	Computer Information Elective	6
CI 105	Computer Applications	3
CI 150	EXCEL	3
MA ELE	Mathematics Elective	3
Minimum Credits		30

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SUGGESTED PROGRAM SEQUENCE

1st Semester

AC 101	Financial Accounting	3
BU 103	Foundations of Business	3
CI 105	Computer Applications	3
CI 150	EXCEL	3
MA ELE	Mathematics Elective	3
Total		15

2nd Semester

AC 102	Managerial Accounting	3
AC 116	QuickBooks	3
BU 105	Business Communications	3
BU ELE	Business Elective	
	or	
CS ELE	Computer Science Elective	
	or	
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.