

**PROGRAM DESCRIPTION:
CERTIFICATE PROGRAM
ACCOUNTING**

The Certificate in Accounting is a competency-based program designed to provide for development of the knowledge and skills required for an entry-level position in healthcare, business, industry, or government environments. It is designed for those seeking entry-level employment and for those currently employed who are seeking advancement.

Students will learn business, accounting, and customer service procedures. They will learn various basic computer software application programs, build teamwork skills and acquire oral, written, and electronic communication skills. Students will be able to define and apply basic concepts of accounting, business, taxes, and payroll. They will research, organize, and present various business documents; explain internal and external customer relationships; discuss how to diffuse conflict in an office environment; manage internal controls concerning cost and budgeting; and recognize and correct financial problems.

Career opportunity possibilities include, accounting specialist, assistant bookkeeper, auditing technician, accounts payable specialist, accounts receivable specialist, bookkeeper, inventory technician, and payroll specialist. Students completing this program may find employment in social service organizations, government agencies, service industries, public accounting firms, law offices, sales/marketing offices, merchandising offices, financial institutions, hospitals, insurance companies, medical offices/clinics, rehabilitation centers and many other business environments. This program will prepare the student to sit for the Fundamental Payroll Certification exam (administered by the American Payroll Association) and the Certified Bookkeeper exam (administered by the American Institute of Professional Bookkeepers). Requirements for obtaining the Certified Bookkeeper designation include passing the exam and completing two years of bookkeeping experience before or after taking the exam. The Certificate in Accounting is 39 semester hours, 720 contact hours and 26 weeks in length (3 eight-week terms and 1 two-week term) for day and 34 weeks in length for evening.

<u>Course #</u>	<u>Course Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Contact</u>	<u>Credit</u>
First Term					
ACCT 2301	Principles of Accounting I	48	0	48	3
BCIS 1305	Business Computer Applications	48	0	48	3
BMGT 1341	Business Ethics	48	0	48	3
ENGL 1301	Composition I	48	0	48	3
Totals		192	0	192	12
Second Term					
ACNT 1329	Payroll and Business Tax Accounting	32	32	64	3
ACCT 2302	Principles of Accounting II	48	0	48	3
MGMT 2317	Management Information Systems	48	0	48	3
ACCT 2311	Intermediate Accounting I	48	0	48	3
Totals		176	32	208	12
Third Term					
ACNT 1311	Introduction to Computerized Accounting	32	32	64	3
ACNT 1331	Federal Income Tax: Individuals	32	32	64	3
BMGT 1305	Communications in Management	32	32	64	3
MRKG 1301	Customer Relations	32	32	64	3
Totals		128	128	256	12
Fourth Term					
ACNT 1391	Special Topics in Accounting	32	32	64	3
Totals		32	32	64	3
Grand Totals		528	192	720	39