

**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 prepares the student to sit for several certifications (QuickBooks Certified User and the National Bookkeepers Association Certification) that are highly desired and used in the industry today. The Certificate in Accounting is 39 semester credit hours, 736 contact hours and 26 weeks (3 eight-week terms and 1 two-week term) in length.

<u>Course #</u>	<u>Course Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Contact</u>	<u>Credit</u>
First Term		Semester Hours			
ACCT 2301	Principles of Accounting I	48	0	48	3
BCIS 1305	Business Computer Applications	32	32	64	3
BUSI 2315	Business Ethics	48	0	48	3
ENGL 1301	Composition I	48	0	48	3
Totals		176	32	208	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
BMGT 1305	Communications in Management	32	32	64	3
Totals		160	64	224	12
Third Term					
ACNT 1311	Introduction to Computerized Accounting	32	32	64	3
ACNT 1331	Federal Income Tax: Individuals	32	32	64	3
ACCT 2311	Intermediate Accounting I	48	0	48	3
MRKG 1301	Customer Relations	32	32	64	3
Totals		144	96	240	12
Fourth Term					
ACNT 1391	Special Topics in Accounting	32	32	64	3
Totals		32	32	64	3
Grand Totals		512	224	736	39