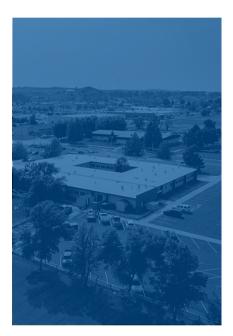


Certificate Degree







ACCOUNTING

Why Accounting Certificate?

This one-year (27 credit) certificate program is designed to develop the necessary skills for persons seeking employment in entry-level accounting positions.

This program can be completed online.

Upon completion of this program, graduates will be able to:

- Interpret and explain financial statements to make management decisions
- Utilize accounting software to make business decisions;
- Complete payroll taxes and prepare records and reports;
- Utilize Microsoft Office which includes Word, Excel, Power Point and Access at an intermediate level;
- Identify elementary business psychology, behavior characteristics, and personality traits;
- Develop key business communication skills.

START HERE - Gro Anywhere



ACCOUNTING

Degree Requirements

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check Course Descriptions to determine pre-requisites, and should consult their advisor regarding the order in which to take courses.

Fall Semester : 14 Credits

ACTG 201 Principles of Financial Accounting 4 WRIT 122 Intro to Business Writing (preferred) 3 -OR-Written Communication Elective 3 M 108 Business Math 3 COLS 111 Career Development and Interpersonal Skills 1 CAPP 131 Basic MS Office 3

Spring Semester : 13 Credits

ACTG 202 Principles of Managerial Accounting 4 ACTG 205 Computerized Accounting 3 CAPP 151 MS Office 3 ACTG 180 Payroll Accounting 3

TOTAL CREDITS

27









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