



C.

Certificate Degree
(One-year program)



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 — *Go 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

