

Accounting, Certificate

GENERAL ACCOUNTING

School of Business

Program Description

The General Accounting Certificate is designed to provide an entry-level general bookkeeping education, as well as provide for proficiency in the use of the personal computer in performing accounting functions. The curriculum is designed to provide the student with computer experience in several specialty fields within accounting, including the use of the most popular accounting software programs.

Career Opportunities

Students who complete this certificate program may be employed in general bookkeeping positions including entry-level payroll, accounts receivable or accounts payable positions.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Record financial transactions and prepare pertinent financial statements for sole proprietorships, partnerships and corporations.
- Create a fully integrated accounting software system for maintaining accounting records.
- Construct spreadsheets that can quantify accounting and business problems and display charts.
- Utilize computer software for accounting and financial reporting.
- Display positive interpersonal and communications skills as a member of a business office work team.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Prereq/Coreq(Co)	Options Available
Fall	1	PDV 101	First Year Seminar	1		
	2	BUS 120	Mathematics of Business	3	MTH 050 or Placement	
	3	BUS 145	Excel for Business Environment	3		
	4	ACC 155	Accounting I	3	MTH 050 or Placement	
Spring	5	ACC 156	Accounting II	3	ACC 155	
	6	ACC 230	Integrated Accounting Software	3		
	7	ACC 250	Principles of Taxation	3		

Minimum Program Credits

19

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