

# Accounting, Certificate

## COMPUTER ACCOUNTING & TAX SPECIALIST

### School of Business

#### Program Description

The Computer Accounting and Tax Specialist Certificate is designed to provide entry-level general bookkeeping skills, as well as proficiency in the use of microcomputers to perform accounting and tax functions. The curriculum is designed to provide the student with computer experience in several specialty fields within accounting including the preparation of tax returns. Courses included in this certificate may be applied toward the Accounting AAS program.

#### Career Opportunities

Students who complete this program may be employed in general bookkeeping positions including payroll, accounts receivable or payable, or in the preparation of individual and business income tax returns.

#### Program Learning Outcomes

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

- Appropriately record financial transactions and prepare pertinent financial statements for sole proprietorships, partnerships and corporations.
- Prepare tax returns for individual payers with various types of income and deductions.
- Prepare business tax returns including C Corporation, S Corporation and partnerships.
- Utilize the microcomputer for accounting, financial and tax reporting.
- Apply appropriate laws and generally accepted accounting principles to accounting situations.
- Practice positive interpersonal and communication skills as a member of a business office work team.
- Utilize sound judgment and practice ethical conduct in making business decisions.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Prereq/Coreq(Co)	Options Available
Fall	1	PDV 101	First Year Seminar	1		
	2	ACC 155	Accounting I	3	MTH 050 or Placement	
	3	ACC 234	Payroll and Database Software	3		
	4	ACC 251	Corporate Taxation	3	Varies	BUS 244, ECN 256, ECN 260
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

ACCTS