

**PROGRAM DESCRIPTION:  
CERTIFICATE PROGRAM  
ACCOUNTING**

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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> |
|---------------------|--------------------------------------|-----------------------|------------|----------------|---------------|
| <b>First Term</b>   |                                      | <b>Semester Hours</b> |            |                |               |
| 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             |
| <b>Totals</b>       |                                      | <b>176</b>            | <b>32</b>  | <b>208</b>     | <b>12</b>     |
| <b>Second Term</b>  |                                      |                       |            |                |               |
| ACNT 1329           | Payroll and Business Tax Accounting  | 10                    | 70         | 80             | 3             |
| ACCT 2302           | Principles of Accounting II          | 48                    | 0          | 48             | 3             |
| MGMT 2317           | Management Information Systems       | 48                    | 0          | 48             | 3             |
| SPCH 1311           | Introduction to Speech Communication | 48                    | 0          | 48             | 3             |
| <b>Totals</b>       |                                      | <b>154</b>            | <b>70</b>  | <b>224</b>     | <b>12</b>     |
| <b>Third Term</b>   |                                      |                       |            |                |               |
| ACNT 2332           | Accounting Information Systems       | 10                    | 70         | 80             | 3             |
| ACNT 1331           | Federal Income Tax: Individuals      | 32                    | 32         | 64             | 3             |
| ACCT 2311           | Intermediate Accounting I            | 48                    | 0          | 48             | 3             |
| BUSI 3301           | Business Law                         | 48                    | 0          | 48             | 3             |
| <b>Totals</b>       |                                      | <b>138</b>            | <b>102</b> | <b>240</b>     | <b>12</b>     |
| <b>Fourth Term</b>  |                                      |                       |            |                |               |
| ACNT 2302           | Accounting Capstone                  | 32                    | 32         | 64             | 3             |
| <b>Totals</b>       |                                      | <b>32</b>             | <b>32</b>  | <b>64</b>      | <b>3</b>      |
| <b>Grand Totals</b> |                                      | <b>500</b>            | <b>236</b> | <b>736</b>     | <b>39</b>     |