

ACCOUNTING CERTIFICATE

Program Description

The Accounting Certificate is a 1-year certificate designed to develop a student's skills in areas such as accounting, payroll, computerized accounting applications, business law, business math, computer applications, personal finance, written communications, management fundamentals, critical thinking, and problem-solving.

Program Outcomes

1. Explain accounting standards and practices and their integration into the business environment
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

Program Course Requirements

Course	Title	Credits
First Year		
First Term		
BA 101	Intro to Business	4
BA 151	Practical Accounting I	4
BA 180	Business Mathematics I	3
BA 206	Management Fundamentals	3
OA 131	Ten-Key Calculator	1
Credits		15
Second Term		
BA 129	Accounting Applications II	2
BA 211	Principles of Accounting I	3
BA 214	Business Communications	3
BA 218	Personal Finance	3
WR 121Z	Composition I	4
Credits		15
Third Term		
BA 177	Payroll Accounting	4
BA 212	Principles of Accounting II	3
BA 226	Business Law	4
BA 231	Computers in Business	4
Credits		15
Total Minimum Credits		45

Advising Notes

- Scheduling requirements may prevent all courses from being offered every term
- Students should consider taking BA 101 and/or WR 115 in the spring or summer prior to starting the degree
- See advisor for program prerequisites and course options