

# Basic Accounting

## Degree Type

Certificate

### BASIC ACCOUNTING CERTIFICATE 27 SEMESTER HOURS

For students who do not have the time to complete an Associate Degree, the Certificate in Basic Accounting may be a better fit. The certificate program offers nine courses in basic accounting for entry-level employees and job seekers. Upon completing this certificate, students will:

- understand the role of accounting to overall business operations.
- learn individual income tax procedures.
- study payroll laws.
- work with computerized accounting systems.

All courses in the Basic Accounting Certificate can be applied to the Associate Degree in Business Administration: Accounting.

## Spring

Course Number	Title	Credits
ACC-101	Accounting Principles I	3
ACC-124	Individual Tax Procedures	3
CPT-170	Microcomp Applications	3

## Summer

Course Number	Title	Credits
ACC-102	Accounting Principles II	3
ACC-116	Practical Accounting Applications I	3
MGT-206	Management Spreadsheets	3

## Fall

Course Number	Title	Credits
ACC-150	Payroll Accounting	3
ACC-230	Cost Accounting I	3
ACC-240	Computerized Accounting	3

*Minimum grade of "C" required in all courses.*

<b>Total Credits</b>	<b>27</b>
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