

Accounting Certificate

Program

Management and Entrepreneurship

Degree Type

Short-Term Certificate

Location

All Locations

The Accounting Certificate provides students with a thorough survey of the Principles of Accounting, a technical knowledge of payroll, microcomputer, and income tax accounting and is particularly beneficial for individuals who are looking to enhance their employability. Upon successful completion of the curriculum and a certification exam administered by the Certiport, the student will receive industry certification in QuickBooks.

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 215/OAD 133	BUSINESS COMMUNICATION	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
ACT 246	MICROCOMPUTER ACCOUNTING	3
ACT 249	PAYROLL ACCOUNTING	3
ACT 253	INDIVIDUAL INCOME TAX	3
Total Credits		25