

CAREER STUDIES CERTIFICATE (221-203-02)

Accounting

Purpose: The one-year career studies program is designed for persons who seek employment as a bookkeeper or as an accounting clerk.

The career-studies program gives a student the necessary accounting skills to sit for the national AIPB Certified Bookkeeper Examination.

Occupational Objectives: Technician or trainee in accounting or bookkeeping.

Admission Requirements: Applicants must meet the general admission requirements for admission to the college. Developmental courses are required for students with deficiencies in English and mathematics.

Students who do not place into college-level English on the placement test will be required to take developmental courses (i.e., ENG 1, ENG 3, ENG 4, ENG 7).

Students who do not place above Algebra I (MTH 3) and into Algebra II (MTH 4) or higher on the placement test will be required to take developmental courses.

Program Requirements: It is strongly recommended that students take ACC 211 in the first semester of coursework, since this course is a prerequisite for other required courses.

CURRICULUM AND OTHER REQUIREMENTS

CREDITS

ACC 124.....	Payroll Accounting.....	3
ACC 211.....	Principles of Accounting I.....	4
ACC 212*.....	Principles of Accounting II.....	4
ACC 215*.....	Computerized Accounting.....	3
ACC 261*.....	Federal Taxation I.....	3
AST 205*.....	Business Communications.....	3
BUS 125*.....	Applied Business Math.....	3
ITE 115.....	Introduction to Computer Applications and Concepts.....	3
ITE 140.....	Spreadsheet Software.....	3
Total Minimum Credits for Certificate.....		29

**This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.*

SUGGESTED SCHEDULE

FALL

ACC 124
ACC 211
AST 205
BUS 125
ITE 115

SPRING

ACC 212
ACC 215
ACC 261
ITE 140