

ACCOUNTING ASSOCIATE CERTIFICATE

42 Semester Credit Hours; Curriculum: 0003

This is a comprehensive program that encompasses financial accounting, accounting technology, managerial accounting, taxation, and business ethics. Graduates will be eligible for a variety of accounting jobs, including staff accounting, accounts payable, general ledger, payroll, or income tax preparation.

Code	Title	Hours
Courses for a Certificate		
ACC 153	Principles of Financial Accounting	4
ACC 154	Principles of Managerial Accounting	4
ACC 170	Payroll Tax Accounting	1
ACC 180	Accounting with Microsoft Excel ¹	3
ACC 183	QuickBooks Certified User Preparation ¹	3
ACC 188	Cloud Accounting ²	3
or ACC 250	Accounting Systems and Procedures	
ACC 241	Intermediate Accounting I	4
ACC 244	Income Tax Accounting	3
ACC 255	Careers in Accounting	2
BUS 101	Introduction to Business	3
BUS 107	Applied Business Ethics	3
or MGT 276	Corporate Social Responsibility and Decision Making	
BUS 221	Business Law I	3
MGT 118	Effective Management Communications	3
Additional ACC courses to complete the 42-credit-hour required total		3
Total Hours		42

¹ Students who have completed ACC 164, ACC 173, and/or ACC 251 in previous terms may follow the program requirements outlined in the 2016 college catalog or contact the department co-chair for further information.

² ACC 250 may have been completed prior to Fall 2018.

Program Learning Outcomes

Upon completion of this program, students will be able to demonstrate their knowledge of:

1. The accounting cycle and other financial accounting topics, including the ability to work with the FASB Codification Database.
2. Managerial accounting, including the application of Microsoft Excel.
3. QuickBooks topics that are covered on the QuickBooks Certified User Exam.
4. Intermediate Microsoft Excel skills, including pivot tables, IF statements, macros, financial functions, and goals seek.
5. Cloud Accounting platforms, including Google Sheets, Microsoft Excel Online, and QuickBooks online.
6. Cloud Drives, including Google Drive, Microsoft One Drive, and file sharing.

7. Topics related to individual taxation, including the RIA Checkpoint research database.
8. Business ethics cases that require synthesis and evaluation.
9. Business memos and presentations in professional formatting.

Accounting Associate Certificate Pathway

The following Pathway is recommended for students pursuing the Accounting Associate Certificate.

Course	Title	Hours
First Year		
Fall Semester		
ACC 153	Principles of Financial Accounting	4
BUS 101	Introduction to Business	3
BUS 221	Business Law I	3
MGT 118	Effective Management Communications	3
Hours		13
Spring Semester		
ACC 180	Accounting with Microsoft Excel	3
ACC 183	QuickBooks Certified User Preparation	3
ACC 188	Cloud Accounting ¹	3
or ACC 250	or Accounting Systems and Procedures	
ACC 244	Income Tax Accounting	3
Hours		12
Summer Semester		
ACC 170	Payroll Tax Accounting	1
BUS 107	Applied Business Ethics	3
or MGT 276	or Corporate Social Responsibility and Decision Making	
Hours		4
Second Year		
Fall Semester		
ACC 154	Principles of Managerial Accounting	4
ACC 241	Intermediate Accounting I	4
ACC 255	Careers in Accounting	2
ACC Elective		3
Hours		13
Total Hours		42

¹ ACC 250 may have been completed prior to Fall 2018.

Note: Pathway is a recommended sequence of courses. Part-time students should contact the department chair to discuss a part-time pathway as well as course prerequisites and recommendations.