

ACCOUNTING TECHNOLOGY CERTIFICATE

20 Semester Credit Hours; Curriculum: 0004

This certificate provides extensive practice in general accounting procedures, including training in Microsoft Excel, QuickBooks, and cloud accounting systems. Graduates will be qualified for jobs in accounts payable, credit and collections, general ledger, payroll, or other staff accounting positions.

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 255	Careers in Accounting	2
Total Hours		20

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 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.
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 goal 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.

Accounting Technology Certificate Pathway

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

Course	Title	Hours
First Year		
Fall Semester		
ACC 153	Principles of Financial Accounting	4
ACC 170	Payroll Tax Accounting	1
	Hours	5
Spring Semester		
ACC 154	Principles of Managerial Accounting	4

ACC 180	Accounting with Microsoft Excel	3
ACC 188	Cloud Accounting	3
ACC 255	Careers in Accounting	2
	Hours	12
Summer Semester		
ACC 183	QuickBooks Certified User Preparation	3
	Hours	3
	Total Hours	20

Note: Pathway is a recommended sequence of courses. Students should contact the department chair to discuss the sequence of courses as well as course prerequisites and recommendations.