

# Accounting Certificate

## Degree Type Certificate

The Accounting Certificate programs will provide the student with the basic accounting skills required by the student for an entry level position in the accounting field or to improve the existing accounting skills of those individuals who seek promotional opportunities with their current employer. The program will also provide the student with a basic background in computers. Applicants to the Certificate Programs must meet the general admission requirements of the College. Graduates may transfer credits into the Accounting Degree Program.

Though not required, students are expected to be proficient in keyboarding. Students may take a keyboarding course through the Division of Continuing Education.

### NOTE

\* MATH 106R, MATH 110R, ACCT 102R and ACCT 105R have co/prerequisites. See course descriptions for requirements.

Total Credits	18-19
<b>Course Sequencing</b>	

## Fall Semester

Item #	Title	Credits
ACCT101R	Accounting I	3
BCPT101R	Introduction to Computer Applications	3
ENGL122R	Professional Writing & Communications	3

## Spring Semester

Item #	Title	Credits
ACCT102R	Accounting II	3
ACCT105R	Spreadsheets	3
	Accounting Elective	3