

ONE YEAR CERTIFICATE

ACCOUNTING

I = introduce R= Reinforce M= Mastery

General Core Requirements

BA 205 Business Math
EN 101 Freshman English I

Accounting Certificate Program Requirements

AC 211 Accounting I
AC 212 Accounting II
AC 250 Payroll Accounting
BA 165 Business Principles
DP 107 Fundamentals of Computers
DP 120 Advanced Spreadsheets
DP 156 Accounting Applications
OE 121 Professional Development

Course				
	Analyze and explain the relationship between various business transactions and accounting. Demonstrate understanding of debit and credit. Demonstrate ability to define major accounting terms such as: Assets, Liabilities, Shareholder's Equity, Accounts Payable/Receivable, Revenue, Cost of Goods Sold, and Net income	Demonstrate proficiency in applying generally accepted accounting principles to various accounting problems. Demonstrate understanding of the Balance Sheet, Income Statement and Statement of Cash Flows. Employ Excel, QuickBooks, Peachtree or similar software programs to record accounting transactions and prepare financial statements.		Students will demonstrate their ability to apply for employment through use of applications, resume and interview skills. Students will develop strong work ethics and conduct themselves in a professional manner. Students will demonstrate sound management skill-sets inclusive of written and verbal communications.
AC 211	I		I	
AC 212	R		R	
AC 250	M/A		M/A	
BA 165	I			M/A
DP 107			I	
DP 120			R	
DP 156			R	
OE 121				I R

