Program Description:
This program is designed to develop the marketable skills necessary to function in a variety of positions in the field of accounting. The program provides upgraded training for those people already employed in the area of accounting who desire advancement. There are five certificate options available, varying from 21-30 credit hours of which 12-21 are in accounting.

Degree Awarded: Certificate of Achievement

Common Course Requirements Credit Hours: 15

Accounting 6 hours
*ACCT 2213 Financial Accounting
*ACCT 2223 Managerial Accounting

Computer Information Systems 9 hours
CSCI 1203 Computer Concepts and Applications
*CSCI 2033 Excel
*CSYS 2073 MS Office

Select one of the following five (5) certificate options:
1) Accounting Assistant
2) Accounting Specialist
3) Accounting Software Application Specialist
4) Income Tax Specialist
5) Payroll Administration Specialist

1) Accounting Assistant Option: 12 hours
*ACCT 2523 Accounting Software Applications
*BUSB 2213 Small Business Management
*ENGL 1113 Composition I
*ENGL 2343 Business Communication I

2) Accounting Specialist Option: 15 hours
*ACCT 2313 Intermediate Accounting I
*ACCT 2323 Intermediate Accounting II
*ACCT 2333 Cost Accounting
*ACCT 2363 Income Tax I
*ACCT 2393 Accounting Information Systems

3) Accounting Software Application Specialist Option: 15 hours
*ACCT 2243 Payroll Administration
*ACCT 2253 Peachtree
*ACCT 2263 QuickBooks Pro Comprehensive
*ACCT 2433 Computerized Business Income Taxes
*ACCT 2523 Accounting Software Applications

4) Income Tax Specialist Option: 9 hours
*ACCT 2363 Income Tax I
*ACCT 2403 Income Tax II
*ACCT 2433 Computerized Business Income Taxes

5) Payroll Administration Specialist Option: 6 hours
*ACCT 2243 Payroll Administration
*ACCT 2393 Accounting Information Systems

Total Credit Hours: 21-30
*Course has prerequisite (See course description section of catalog).

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