

# ACCOUNTING

## Accounting Assistant Certificate

This 28 credit-hour certificate program is designed for persons interested in pursuing careers as junior accountants in business, government and industry. There is an acute shortage of persons with the training needed to be successful in accounting.

F = Fall only course S = Spring only course U = Summer only course

### Required:

Number	Course Title	Credits
ACC 101	Introduction to Financial Accounting .....	4
ACC 102	Introduction to Managerial Accounting .....	3
ACC 112	Quickbooks .....	2
ACC 155	Payroll Accounting .....	2
CAS 115	Spreadsheet Software .....	1
CAS 215	Advanced Spreadsheet Software .....	1
ENG 101	Composition I or	
ENG 130	Business Writing .....	3
MGT 111	Introduction to Business Organization .....	3

### Electives: Select any three courses from the following:

Number	Course Title	Credits
ACC 201	Intermediate Accounting I .....	3
ACC 202	Intermediate Accounting II ( <b>S</b> ) .....	3
ACC 203	Cost Accounting .....	3
ACC 250	Individual Tax Accounting .....	3
ACC 251	Business Tax Accounting .....	3
ACC 253	Advanced Accounting I ( <b>U</b> ) .....	3
ACC 254	Auditing ( <b>F</b> ) .....	3
ACC 265	Fraud Examination ( <b>U</b> ) .....	3