



CERTIFICATE  
**ACCOUNTING (202)**

**About Our Program**

The Accounting Certificate program is designed to prepare students for full-time employment as clerks in business or industrial firms upon completion of the program.

**Opportunities for Employment**

A student who completes this program is capable of performing the job skills normally expected of a beginning clerk in that field. Occupational goals include accounting clerk, bookkeeping data entry clerk, accounts payable accounts receivable or payroll clerk.

The rapid changes in this field offer excellent opportunity for advancement for those willing to continue their education.

**Special Considerations**

In addition to the general admissions requirements established for the College, students will be required to take English and mathematics placement tests. Developmental classes in these areas may be required.

**Program Contacts**

Ms. Vickie Ratliff, Dean  
Faculty Contact: Mr. Jim Bates  
Location: Phillips-Taylor Hall

*Lec Lab Crse*  
*Hrs. Hrs. Cr.*

**FIRST YEAR**

**First Semester**

SDV 101	Orientation to Business Related Program	1	0	1
ACC 211	Principles of Accounting I	3	0	3
BUS 241	Business Law I	3	0	3
ENG 111	College Composition I	3	0	3
ITE 115	Intro to Computer Apps and Concepts	3	0	3
MTH 141	Business Mathematics I	3	0	3
	<b>Total</b>			<b>16</b>

**Second Semester**

ACC 124	Payroll Accounting	3	0	3
ACC 212	Principles of Accounting II	3	0	3
ACC 215	Computerized Accounting	3	0	3
ACC 261	Principles of Federal Taxation I	3	0	3
ACC 231	Cost Accounting I	3	0	3
	<b>Total</b>			<b>15</b>

**31 credits required to graduate**