

# ACCOUNTING

## Accounting Assistant Certificate

*This 29 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.*

### 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
ENG 101	Composition or	
ENG 130	Business Writing .....	3
MGT 111	Introduction to Business Organization .....	3
CAS 160	Introduction to Business Software Packages or Three total credit hours from the following four CAS courses: .....	
CAS 105	Word Processing Software .....	1
CAS 115	Spreadsheet Software .....	1
CAS 125	Database Software .....	1
CAS 215	Advanced Spreadsheet Software .....	1

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

Number	Course Title	Credits
ACC 201	Intermediate Accounting I .....	3
ACC 202	Intermediate Accounting II .....	3
ACC 203	Introductory Cost Accounting .....	3
ACC 250	Individual Tax Accounting .....	3
ACC 251	Business Tax Accounting .....	3
ACC 253	Advanced Accounting I .....	3
ACC 254	Auditing .....	3
ACC 265	Fraud Examination .....	3