

Computerized Accounting Technology Certificate – 505C
Requirements Effective Fall 2010
Program Planning Guide

Program Description: The Computerized Accounting Technology Certificate is a four-quarter program designed to provide students with computerized accounting skills using widely-used accounting software. The program bridges the gap between manual and computerized accounting systems with students gaining hands-on experience and expertise with basic and mid-range accounting systems. This experience will provide graduates with viable entry into and/or advancement in the accounting job market with both large and small organizations.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Courses in this certificate with pre-requisites are marked with an asterisk (*). See catalog for more information

Computerized Accounting Technology Prerequisites: none

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

Program Requirements		
Course Number	General Education/Related Instruction Requirements (20 credits)	Credit Hours
BUS 169 or IT 101	Using Computers in Business or Software Applications	5
BUS 236	Interpersonal Communications for the Workplace	5
BUS 124	Excel for Business	5
BUS 115	Computational Skill Building	2
ENGL&230*	Technical Writing	3
Course Number	Certificate Requirements (43 credits)	Credit Hours
ACCT 110	Introduction to Accounting/Bookkeeping I	5
ACCT 120*	Introduction to Accounting/Bookkeeping II	5
ACCT 131*	QuickBooks	5
ACCT 257*	Business Tax Accounting	5
ACCT 260	Peachtree	5
ACCT 261*	Accounting Information Systems	5
ACCT 267	Not-for-Profit Financial Management	5
ACCT 268*	Computerized Accounting Simulations	5
CWE 110	Internship	3
		Total Credits: 63 (excluding prerequisites)

