

Student ID: _____
Student Name: _____
Adviser Name: _____

General Catalog: College Catalog 2019-2020
Program: Accounting Certificate
Minimum Credits Required: _____

Accounting Certificate

Total certificate hours: 21

By following this certificate plan, you'll gain the knowledge and skills necessary to gain an entry level accounting job.

This one-year program teaches the student basic accounting and payroll skills and offers more accounting theory than the bookkeeping certificate program. It augments a student's basic writing skills as well. With electives, the student may pursue additional knowledge in income tax, business law, business report writing, and/or accounting software packages. The certificate prepares the student to be a full charge bookkeeper in an accounting department and equips the student with the skills needed to advance beyond that level. The program gives the student the necessary academic background to complete an associate or bachelor's degree in accounting, if one so desires.

Required Courses: (Credits 18)

Course Name	Credits:	Term Taken	Grade	Gen Ed
ACC 121 - Accounting Principles I	Credits: 4(3-1)			
ACC 122 - Accounting Principles II	Credits: 4(3-1)			
ACC 125 - Computerized Accounting	Credits: 3(3-0)			
PHI 205 - Business Ethics: GT-AH3	Credits:			
BUS 216 - Legal Environment of Business	Credits: 3(3-0)			
CIS 259 - Microsoft Office Specialist Certification Preparation: Expert Excel	Credits: 1 (1-0)			

Electives: (3 Credits)

Select at least 3 credit hours from the following courses.

Course Name	Credits:	Term Taken	Grade	Gen Ed
ACC 115 - Payroll Accounting	Credits: 3(3-0)			
BUS 115 - Introduction to Business	Credits: 3(3-0)			
CIS 118 - Introduction to PC Applications	Credits: 3(2-1)			
ACC 131 - Income Tax	Credits: 3(3-0)			
ACC 132 - Tax Help Colorado	Credits: 2(2-0)			
ACC 133 - Tax Help Colorado Practicum	Credits: 1(0-1)			
BUS 216 - Legal Environment of Business	Credits: 3(3-0)			
BUS 217 - Business Communication and Report Writing	Credits: 3(3-0)			

Notes: