



Marian Court College – CERTIFICATE

Accounting

THE ACCOUNTING CERTIFICATE prepares students for a variety of entry-level positions within the accounting field. The program takes a practical approach by focusing on the specific skills sets employers require in today's dynamic business world. By utilizing some of the latest accounting software and technologies, students develop hands-on experience in problem-solving applications, financial statement preparation, and analysis for both service and merchandising businesses.

CAREER OPPORTUNITIES

The Accounting certificate offers participants an opportunity to explore entry-level positions in the accounting field. Accounting, bookkeeping and auditing clerks update and maintain accounting records, including those which tabulate expenditures, receipts, accounts payable, accounts receivable, payroll, and profit and loss.

Since accounting, bookkeeping, and auditing clerks are employed in every industry this occupation ensures plentiful job openings. Many opportunities exist for temporary, part-time or at-home work.

CERTIFICATE OUTCOMES

Students who successfully complete the Accounting certificate program will:

- ▶ Master generally accepted accounting principles and concepts for both service and merchandising businesses.
- ▶ Prepare income statements, retained earnings statements, balance sheets, and statements of cash flows.
- ▶ Demonstrate an understanding of the interrelationships of financial statements.
- ▶ Apply financial statement analysis to assess the profitability and solvency of a business.
- ▶ Develop effective writing and speaking skills for accounting principles and applications.
- ▶ Solve financial accounting problems through both hands-on and Excel applications.
- ▶ Understand the role of financial information in the efficient operation and evaluation of performance of any economic unit of society.
- ▶ Demonstrate knowledge of business ethics, including the importance of the Sarbanes-Oxley Act.
- ▶ Understand the opportunities in the bookkeeping and accounting profession.

COURSE REQUIREMENTS

AC150	Financial Accounting	3	CS100	Computer Concepts, Applications & Internet or CS120	3
AC206	Accounting Information Management Systems	3	EN110	English Composition I*	3/4
AC235	Managerial Accounting	3		Business Elective	3
BU103	Introduction to Business	3		Total Credits	24/25
BU216	Business Ethics	3			

* Based on placement test scores students may be required to enroll in an additional obligatory credit hour of lab studies.

DEGREE OPTION: Successful completion of the Accounting certificate program paves the way for furthering your education—graduates earn a minimum 24 college credits which may be applied toward an associate degree in a related program of study at Marian Court College.