

Program Description:

The Accounting/Bookkeeping Certificate Program is designed to prepare students for entry-level positions in the accounting/bookkeeping field. The completion of the certificate program prepares students to work for CPA firms, corporate accounting departments, and small businesses. This would include clerical positions in specialized areas such as accounts payable, accounts receivable, and payroll, as well as any positions involved in the accounting functions of a business.

Students who successfully complete the certificate program will be able to demonstrate the following competencies:

- Identify and describe the fundamental principles and practices of accounting;
- Apply fundamental accounting principles and practices to prepare common income statements, balance sheets, and cash flow statements;
- Utilize microcomputer accounting software systems for the purpose of maintaining a general ledger, accounts receivable, accounts payable, and payroll;
- Identify, describe, and prepare a variety of tax records and reports necessary to maintain a business and to meet local, state, and federal requirements;
- Develop and analyze accounting information for managerial planning and control;
- Complete computer applications including word processing, spreadsheets, databases, electronic mail, and the internet;
- Identify and apply the techniques of effective oral and written communication in a business setting;
- Perform business mathematical operations utilizing the calculator for computations.

Career Outlook:

Accounting paraprofessionals are qualified for numerous career opportunities such as accountant's assistants, accounting clerks, bookkeepers, banking support staff, finance support staff, and income tax preparations clerks. According to the Bureau of Labor Statistics, "The large size of this occupation ensures plentiful job openings, including many opportunities for temporary and part-time work".

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Contact Information:

Gerald Doyle, MBA, CPA
Room 245
Phone: 304-710-3409 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: doyle@mctc.edu

Our mission is to prepare students for careers, civic responsibility and life-long learning.

Accounting/Bookkeeping One-Year Certificate Major Code – CA30

Name:				ID Number 942-			
CAPS SCORES:		MATH:	ENGLISH:	READ:	DOE:		
COL 101 Faculty:							
Educational Counselor:							
Faculty Advisor:							

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting ¹ (EDGE)		3				
ENL 111	Written Communication ²		3				
IT 101	Fundamentals of Computers (EDGE)		3				
MAT 115	Business Mathematics ³		3				
MG 101	Introduction to Business ¹ (EDGE)		3				
AC 201	Financial Accounting ⁴		3				
AC 221	Computerized Accounting ⁵		3				
AC 234	Taxation ⁶		3				
FN 231	Business Finance ⁷		3				
IT 150	Applications to Spreadsheets ⁸ (EDGE)		3				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	Hours Required for Graduation: 30						

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

¹ AC 103, and MG 101 have a prerequisite of placement in 100-level reading.

² ENL 111 has a prerequisite of placement in 100-level English, and placement in 100-level reading.

³ MAT 115 has a prerequisite of placement in 100-level math.

⁴ AC 201 has a prerequisite of AC 103.

⁵ AC 221 has a prerequisite of AC 103, or AC 108, or AC 201, and IT 101.

⁶ AC 234 has a prerequisite of AC 103, or AC 108, or AC 201.

⁷ FN 231 has a prerequisite of AC 103, or AC 108, or AC 201.

⁸ IT 150 has a prerequisite of IT 101 or IT 102.

Our mission is to prepare students for careers, civic responsibility and life-long learning.