











































Business and Information Technology Division
Accounting
Certificates



Computerized Accounting C25100A			Federal Income Tax C25100B			Financial Accounting C25100C			Managerial Accounting C25100D		
COURSE NO.	COURSE TITLE	HOURS	COURSE NO.	COURSE TITLE	HOURS	COURSE NO.	COURSE TITLE	HOURS	COURSE NO.	COURSE TITLE	HOURS
ACC 120	Prin of Financial Accounting   	4	ACC 120	Prin of Financial Acct   	4	ACC 120	Prin of Financial Acct   	4	ACC 121	Prin of Managerial Accounting   	4
CIS 110	Intro to Computers  	3	ACC 122	Prin of Financial Acct II  	3	ACC 122	Prin of Financial Acct II  	3	ACC 149	Intro to Accounting Spreadsheets  	2
ACC 121	Prin of Managerial Accounting   	4	ACC 129	Individual Income Tax 	3	ACC 220	Intermediate Accounting I 	4	ACC 225	Cost Accounting 	3
ACC 122	Prin of Financial Accounting II  	3	ACC 130	Business Income Tax  	3	ACC 221	Intermediate Accounting II 	4	BUS 225	Business Finance 	3
ACC 149	Intro to Accounting Spreadsheets  	2	ACC 149	Intro to Accounting Spreadsheets  	2	BUS 225	Business Finance 	3			
ACC 150	Accounting Software Apps  	2									
Total Program Hours		18	Total Program Hours		15	Total Program Hours		18	Total Program Hours		12
<p>The Computerized Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to utilize a computer to record accounting transactions using general ledger accounting software and also to utilize spreadsheet software for accounting applications.</p> <p>In addition to course work in accounting principles, theories, and practices students will complete a course in computer fundamentals and an introductory course in accounting spreadsheets utilizing Microsoft Excel.</p>			<p>The Federal Income Tax Certificate is designed to provide students with the basic knowledge and skills necessary to prepare federal individual income tax returns.</p> <p>In addition to course work in accounting principles, theories, and practices students will complete two courses in federal income taxation and an introductory course in accounting spreadsheets utilizing Microsoft Excel.</p>			<p>The Financial Accounting Certificate is designed to provide students with first, the basic knowledge and skills necessary to record accounting transactions and then to expand that knowledge through the intermediate level to produce relevant and thorough financial statements.</p> <p>In addition to two courses in financial accounting principles, students will complete course work in intermediate accounting and business finance.</p>			<p>The Managerial Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to record transactions so that relevant information is available to business managers for planning, controlling, and evaluating business decisions.</p> <p>In addition to coursework in managerial and cost accounting principles, students will also complete course work in accounting spread-sheets, and business finance</p>		
 Articulated course			<p>The credits obtained from these programs may be applied toward the Associate of Applied Science Degree in Accounting.</p>								
 Prerequisite required											
 Course available online											
Effective Fall 2009											

Gaston College Accounting Certificates

Occupational Outlook Handbook Information (www.bls.gov)

Employers usually prefer bookkeeping, accounting, and auditing specialists to have at least a high school diploma and some accounting coursework or relevant work experience. Accounting specialists should also have good communication skills, be detail-oriented, and trustworthy.

Education and training. Most bookkeeping, accounting, and auditing specialists are required to have a high school degree at a minimum. However, having some college is increasingly important and an associate degree in business or accounting is required for some positions. Although a bachelor's degree is rarely required, graduates may accept bookkeeping, accounting, and auditing clerk positions to get into a particular company or to enter the accounting or finance field with the hope of eventually being promoted.

Once hired, bookkeeping, accounting, and auditing specialists usually receive on-the-job training. Under the guidance of a supervisor or another more experienced employee, new clerks learn company procedures. Some formal classroom training also may be necessary, such as training in specialized computer software.

Other qualifications. Experience in a related job and working in an office environment also is recommended. Employers prefer workers who can use computers; knowledge of word processing and spreadsheet software is especially valuable.

Bookkeeping, accounting, and auditing specialists must be careful, orderly, and detail-oriented in order to avoid making errors and to recognize errors made by others. These workers also should be discreet and trustworthy because they frequently come in contact with confidential material. They should also have good communication skills because they increasingly work with customers. In addition, all bookkeeping, accounting, and auditing specialists should have a strong aptitude for numbers.

Contact Information

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