

# Certificate Accounting



**PURPOSE:** The Accounting Certificate program is designed to prepare student for full-time employment as clerks in business or industrial firms upon completion of the program.

**PROGRAM REQUIREMENTS:** In addition to the general admissions requirements established for the College, students will be required to take English and Mathematics placement tests. Developmental classes in these area may be required.

**OPPORTUNITIES FOR EMPLOYMENT:** A student who completes this program is capable of performing the job skills normally expected of a beginning clerk in that field. Occupational goals include accounting clerk, bookkeeping data entry clerk, accounts payable accounts receivable or payroll clerk. The rapid changes in this field offer excellent opportunity for advancement for those willing to continue their education.

## First Year

Fall Semester			
SDV	101	Orientation to Business Programs	1
ACC	211	Principles of Accounting I	3
ENG	111	College Composition I	3
BUS	241	Business Law I	3
ITE	115	Intro to Computer Applications & Concepts	3
MTH	141	Business Mathematics I	3

Spring Semester			
ACC	124	Payroll Accounting	3
ACC	212	Principles of Accounting II	3
ACC	215	Computerized Accounting	3
ACC	261	Principles Of Federal Taxation I	3
ACC	231	Cost Accounting I	3
<b>Total Minimum Credits for Certificate</b>			<b>31</b>

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