



**ACCOUNTING
Certificate Program**

Career Curriculum 00ACC0063 Certificate Program Minimum Hrs. 30 Major Code: 1.2 520301J
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FIRST YEAR — FALL SEMESTER

Dept. No.		Hrs.	Gr.
ACC 200	Financial Accounting I	3	___
BUS 115	Basic Keyboarding	1	___
BUS 127	Electronic Calculating	1	___
MAT 113	Introduction to Contemporary Mathematics OR	<u>3</u>	___
	MAT 108 College Algebra OR	8	___
	BUS 111 Business Mathematics		

FIRST YEAR — SPRING SEMESTER

Dept. No.		Hrs.	Gr.
ACC 105	Payroll Accounting	3	___
ACC 201	Financial Accounting II	3	___
BUS 236	Records Management	<u>1</u>	___
		7	

SECOND YEAR — FALL SEMESTER

Dept. No.		Hrs.	Gr.
ACC 202	Managerial Accounting	3	___
ACC 218	Tax Accounting	3	___
CIS 104	Spreadsheet Design	<u>3</u>	___
		9	

SECOND YEAR — SPRING SEMESTER

Dept. No.		Hrs.	Gr.
ACC 225	Integrated Accounting on Computers	3	___
CIS 220	Advanced Spreadsheet Design	<u>3</u>	___
		6	

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Spring 2012

Additional Information: This program, composed largely of accounting courses, is designed for the student who desires to gain and/or increase skills in the area of accounting. Successful completion of the program will lead to the awarding of a certificate of achievement.

Career Opportunities: Accounting Clerk, Bookkeeping Clerk, Payroll Clerk.