

Accounting Technology

Career Certificate

Available: Shoals Campus

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Accounting Technology is designed to meet the need for personnel in a broad range of accounting fields, including accounting systems, recordkeeping, financial statements, payroll accounting, and other areas.

The certificate is designed for the student who does not intend to transfer to a four-year institution but intends to seek immediate employment. This certificate is appropriate for students who are employed and wish to gain a better understanding of accounting.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

Program: Accounting Technology

General Education Requirements

* Keyboarding skills are essential for the successful completion of ENG 101.

Item #	Title	Credits
	Technical English or Higher	3
MTH 116	Mathematical Applications	3
CIS 146	Microcomputer Applications	3
	OAD 133 or BUS 215	3

Major Requirements

Item #	Title	Credits
ACT 104	Introduction to Business	3
ACT 114	Introduction to Accounting Database Resources	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
ACT 246 or OAD 137	Microcomputer Accounting	3
ACT 247	Advanced Accounting Applications on the Microcomputer	3
ACT 253	Individual Income Tax	3
ACT 249	Payroll Accounting	3
	ACT 256 or BUS 248	3
	ACT Elective	3
	Minimum Credit Hours for Graduation:	42