

## Accounting Overview Certificate

**PURPOSE:** The rapid expansion of business and industry in Virginia has created a large, steady demand for qualified personnel to assist in the preparation and interpretation of accounting and financial information. The certificate in Accounting is designed for persons who are seeking their first full-time employment in the accounting field immediately upon completion of the curriculum. In addition, the program is designed for persons presently employed in accounting who desire to increase their knowledge and update their skills.

**OCCUPATIONAL OBJECTIVES:** The Certificate in Accounting prepares graduates for employment in any of the following occupations: Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Clerk, Inventory Clerk, and other clerical positions in accounting.

**ADMISSION REQUIREMENTS:** General college curricular admission

**PROGRAM NOTES:** Students should consult with their faculty advisor in choosing electives or course substitutions. All program electives and course substitutions must be approved in writing by the Accounting program head.

The Accounting Certificate may transfer at the student's option directly into the Accounting AAS degree.

**COMPUTER COMPETENCY REQUIREMENT:** Students in this program will meet the college's computer competency requirement by successfully completing ITE 115. Students can also meet this requirement by passing the college's computer competency exam, administered in the testing centers on each campus, in which case they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once.

## Roadmap

Order	Course	Title	Credits
1	ACC 117	Essentials of Accounting	3
2	ITE 115	Introduction to Computer Applications and Concepts	3
3	ENG 111	College Composition I	3
4	SDV 100	College Success Skills	1
5	ACC 211	Principles of Accounting II	3
6	ACC 134	Small Business Taxes	3
7	ACC 215	Computerized Accounting	4
8	ECO 201	Principles of Economics I - Macroeconomics	3
9	ACC 212	Principles of Accounting II	3
10	ACC 198	Seminar and Project: Accounting Capstone	4
11	CST 110	Introduction to Communication	3
12	ITE 140	Spreadsheet Software	3
<b>TOTAL</b>	<b>Accounting Certificate</b>		<b>35</b>

3.09.20