

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Accounting
Certificate of Achievement

Curriculum Code: 0714 (Effective Fall 2005 – Summer 2010)

Certificate holders qualify for clerical-level accounting positions that frequently include the need for general office skills in addition to accounting. Job titles include billing clerk, bookkeeper, payroll clerk, accounts receivable clerk, and accounts payable clerk. In smaller companies, a certificate holder may do all accounting tasks other than those handled by the company's CPA firm or other outside accountants.

PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

INFORMATION

Contact the Business Department, Old Central Building, Room 210, telephone number (517) 483-1522.

REQUIREMENTS

CODE	TITLE	TOTAL: 20 CREDITS CREDIT HOURS
ACCG140	Income Tax Preparation	3
ACCG160	Payroll Systems and Taxes	2
ACCG210	Principles of Accounting I	4
ACCG211	Principles of Accounting II	4
ACCG260	Accounting Systems	4
OADM215	Information Records Management I	3

LIMITED CHOICE REQUIREMENTS

TOTAL: 9-10 CREDITS

Complete the indicated number of credits from **EACH CHOICE** listed below.

CHOICE 1: Word Processing

3 Credits

CITA119	Microsoft Word	3
CITA219	Advanced Microsoft Word	3

CHOICE 2: Office Skills

3 Credits

OADM203	Professional Office Procedures	3
OADM220	Administrative Mgmt in Organizations	3

CHOICE 3: Written Communication

3-4 Credits

WRIT121	Composition I	4
WRIT127	Business Writing	3

ELECTIVES

TOTAL: 1 CREDIT

Complete the indicated number of credits in a course of your choice.

MINIMUM TOTAL

30

SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor or counselor for help with adjustments.

I	II
ACCG140	ACCG160
ACCG210	ACCG211
OADM215	ACCG260
Lim.Ch.	Lim.Ch.
Lim.Ch.	Elec.