

## LANSING COMMUNITY COLLEGE

### CURRICULUM GUIDE

Accounting  
Certificate of Achievement

Curriculum Code: 0714 (Effective Fall 2007 – Summer 2012)

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, Gannon Building, Room 190, telephone number (517) 483-1522 (Website: <http://www.lcc.edu/business/>) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

#### 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
ADMN203	Administrative Office Procedures	3

#### LIMITED CHOICE REQUIREMENTS

TOTAL: 9-12 CREDITS

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

#### CHOICE 1: Written Communication

3-4 Credits

WRIT121	Composition I	4
WRIT127	Business Writing	3

#### CHOICE 2: Office and Software Skills

6-8 Credits

ACCG161	Accounting with Quickbooks	2
ADMN220	Administrative Mgmt in Organizations	3
CITA119	Microsoft Word	3
CITA126	Microsoft Excel	3
CITA133	Microsoft Access Database	3
CITA219	Advanced Microsoft Word	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

ACCG140  
ACCG210  
ADMN203  
Lim.Ch.  
Lim.Ch.  
Lim.Ch.

II

ACCG160  
ACCG211  
ACCG260  
Lim.Ch.  
Elec.

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