

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Accounting  
Certificate of Achievement

Curriculum Code: 0714 (Effective Fall 2015 – Summer 2020)

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](#) for course prerequisite information. See [Academic Assessment and Placement Testing for Student Success](#) for skills assessment and advising information.

### INFORMATION

Contact the Business & Economics Department, Gannon Building, Room 131, telephone number (517) 483-1522 (Website: [www.lcc.edu/business/](http://www.lcc.edu/business/)) or Academic Advising Department, Gannon Building – StarZone, telephone number (517) 483-1904.

### REQUIREMENTS

**TOTAL: 19 CREDITS**

CODE	TITLE	CREDIT HOURS
ACCG 160	Payroll Systems and Taxes	2
ACCG 161	Accounting with Quickbooks	2
ACCG 210	Principles of Accounting I	4
ACCG 211	Principles of Accounting II	4
ACCG 260	Accounting Systems	4
CITA 126	Microsoft Excel	3

### LIMITED CHOICE REQUIREMENTS

**TOTAL: 12-15 CREDITS**

#### CHOICE 1: Writing

**3-4 Credits**

WRIT 121	Composition I	4
WRIT 127	Business Writing	3

<b>CHOICE 2: Communication</b>		<b>3 Credits</b>
SPCH 110	Oral Comm in the Workplace	3
SPCH 120	Dynamics of Communication	3
SPCH 130	Fund of Public Speaking	3
 <b>CHOICE 3: Global Perspectives and Diversity</b>		 <b>3–4 Credits</b>
ECON 120	Power, Authority and Exchange	4
MGMT 234	Diversity in the Workplace	3
SOCL 120	Introduction to Sociology	4
 <b>CHOICE 4: Tax</b>		 <b>3–4 Credits</b>
ACCG 140	Income Tax Preparation	3
ACCG 240	Federal Income Tax I	4
 <b>MINIMUM TOTAL</b>		 <b>31</b>

### 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 for help with adjustments.

I	II	III
ACCG 210	ACCG 160	ACCG 260
CITA 126	ACCG 161	
Lim.Ch.	ACCG 211	
Lim.Ch.	Lim.Ch.	
Lim.Ch.		