



## Accounting C.A.

Curriculum Code: 0714

Effective: Effective: Fall 2020 – Summer 2025

### Description

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.

### Contact Information

Contact the Business and Economics Department, Gannon Building, Room 1222, telephone number 517-483-1522 or the Academic Advising Department, Gannon Building - StarZone, telephone number 517-483-1904.

### Program of Study Required Courses

Course Code	Course Title	Credit / Billing Hours
ACCG 160	Payroll Systems and Taxes	2 / 2
ACCG 161	Accounting with Quickbooks	2 / 2
ACCG 210	Principles of Financial Accg	4 / 4
ACCG 211	Principles of Managerial Accg	4 / 4
ACCG 240	Federal Income Tax I	4 / 4
ACCG 260	Accounting Systems	4 / 4
CITA 126	Microsoft Excel	3 / 3

### Program of Study Required Courses, Limited Choice - Communication – *Select one*

Course Code	Course Title	Credit / Billing Hours
COMM 110	Communication in the Workplace	3 / 3
COMM 120	Dynamics of Communication	3 / 3
COMM 130	Fundamentals Public Speaking	3 / 3

### Program of Study Required Courses, Limited Choice - Composition – *Select one*

Course Code	Course Title	Credit / Billing Hours
ENGL 121	Composition I	4 / 4
ENGL 127	Business Writing	3 / 3
ENGL 131	Honors Composition I	4 / 4

### Program of Study Required Courses, Limited Choice – *Select one*

Course Code	Course Title	Credit / Billing Hours
ACCG 220	Intermediate Accounting I	4 / 4
CITA 226	Microsoft Excel Advanced	3 / 3
MGMT 234	Diversity in the Workplace	3 / 3

## Total Credit Hours

32-34 credits / 32-34 billing hours

## Recommended Course Sequence

Semester I	Semester II
ACCG 210 CITA 126 Limited Choice - Composition	ACCG 160 ACCG 161 ACCG 211 Limited Choice - Communication

Semester III
ACCG 240 ACCG 260 Limited Choice