**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**ACCOUNTING/**

**COMPUTERIZED ACCOUNTING CERTIFICATE (C25100C3)**

Effective: Fall 2016

Revised: 12/14/15

The Computerized Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to utilize a computer to record accounting transactions using general ledger accounting software and also to utilize spreadsheet software for accounting applications.

In addition to course work in accounting principles, theories, and practices students will complete courses in computer fundamentals, and introductory and advanced course in accounting spreadsheets utilizing Microsoft Excel as well as courses in payroll and accounting software applications utilizing Quick Books.

Upon completion of this program, students should be prepared for entry-level computerized accounting specialist positions in a variety of businesses or transfer the course credits to the Accounting program for an Associate of Applied Science degree.

Length: 3 Semesters

Prerequisite: Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACC120 | Prin of Financial Accounting | 3 | 2 | 0 | 4 |
| CIS110 | Introduction to Computers | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **5** | **4** | **0** | **7** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SPRING SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACC140 | Payroll Accounting | 1 | 2 | 0 | 2 |
| ACC149 | Intro to Acc Spreadsheets | 1 | 2 | 0 | 2 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **2** | **4** | **0** | **4** |

**FALL SEMESTER 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACC150 | Accounting Software Appl | 1 | 2 | 0 | 2 |
| ACC151 | Acct Spreadsheet Appl | 1 | 2 | 0 | 2 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **2** | **4** | **0** | **4** |

 **TOTAL REQUIRED CREDITS.... 15**

**Work-Based Learning Option**: NA

PROGRAM FACT SHEET

**ACCOUNTING A25100**

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

**Awards**

|  |  |
| --- | --- |
| **Associate Degree:** Accounting (A25100) | **Length of Program:** 5 Semesters**Prerequisite:** High School Diploma,2 units of Algebra, Placement Test Equivalent |
| **Diploma:** Not Applicable | **Length of Program:****Prerequisite:** |
| **Certificate:** Payroll Accounting Certificate (C25100C1) | **Length of Program:** 3 Semesters**Prerequisite:** Placement Test Equivalent |
| **Certificate:** Tax Preparer Certificate (C25100C2) | **Length of Program:** 2 Semesters**Prerequisite:** Placement Test Equivalent |
| **Certificate:**  Computerized Accounting Certificate (C25100C3) | **Length of Program:** 3 Semesters**Prerequisite:** Placement Test Equivalent |
| **Certificate:** Small Business/Entrepreneur Certificate (C25100C4) | **Length of Program:** 2 Semesters**Prerequisite:** Placement Test Equivalent |
| **Certificate:** Cost/Managerial Accounting Certificate (C25100C5) | **Length of Program:** 4 Semesters**Prerequisite:** Placement Test Equivalent |
| **Certificate:** Accounting Foundations Certificate (C25100H1) | **Length of Program:** 2 Semesters**Prerequisite:** Placement Test Equivalent |

**Work-Based Learning Requirements/Opportunities:** For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

|  |  |
| --- | --- |
| Curriculum Chairperson: Karen Elsom Telephone Number: (910) 678-8519 Office Location: Cumberland Hall, Room 377M Email: elsomk@faytechcc.edu | Department Office: Cumberland Hall, Room 377 Telephone: (910) 678-8292FTCC Web Site: [FTTC Website](http://www.faytechcc.edu/) |

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

**Child Care Financial Assistance Information:**

See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 08/07/17