**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**ACCOUNTING AND FINANCE/**

**COMPUTERIZED ACCOUNTING CERTIFICATE (C25800C3)**

Effective: Fall 2022

Revised: 12/16/21

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 |
|  | Major Comp App Elective | 2 | 2 | 0 | 2 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **5** | **4** | **0** | **6** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SPRING SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACC140 | Payroll Accounting | 1 | 3 | 0 | 2 |
| ACC149 | Intro to Acc Spreadsheets | 1 | 3 | 0 | 2 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **2** | **6** | **0** | **4** |

**FALL SEMESTER 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACC150 | Accounting Software Appl | 1 | 3 | 0 | 2 |
| ACC151 | Acct Spreadsheet Appl | 1 | 3 | 0 | 2 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **2** | **6** | **0** | **4** |

 **TOTAL REQUIRED CREDITS.... 14**

**Work-Based Learning Option**: NA