

ACCOUNTING CERTIFICATE

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Business, Management, Marketing & Technology
Career Pathway



www.jccmi.edu



ACCOUNTING – CERTIFICATE (ACCT.CERT)

This program prepares students for bookkeeping and related occupations. Job opportunities exist for audit clerks, general accounting clerks, credit card clerks in hotels and restaurants, general ledger bookkeepers and many more. Learn to keep accounting records and compile reports using computers and calculators; prepare payrolls, tax reports; compute, type, and mail monthly statements, keep general ledgers, and perform many other accounting functions.

Minimum credits:	30
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS - (9 credits)

Take the following:

ENG 131 Writing Experience
ENG 232 Technical & Business Writing
MTH 120 Beginning Algebra or higher

ACCOUNTING CORE REQUIREMENTS - (17 credits)

Take the following:

ACC 115 Payroll Accounting
ACC 231 Principles of Accounting I
ACC 232 Principles of Accounting II
BUA 110 Introduction to Wall Street
CIS 101 Introduction to Computer Systems
CIS 121 Microsoft® Excel® Comprehensive

ELECTIVES

Select electives from courses in ACC, BUA, or ECN, if necessary to meet 30 credits required for the certificate.

*Please note: ACC courses are not available at all JCC sites every semester.
Please consult with an academic advisor.*

Online note: Some students find online ACC courses to be challenging. It is recommended that online accounting students have strong computer skills including proficiency using e-mail, the Internet, experience using Microsoft® Word®, Excel® and skills with attaching files.