

Computerized Accounting

Degree Type

Certificate

Students gain skills and knowledge in computer applications, accounting theory, and tax applications. A certificate in Computerized Accounting serves as an opening to businesses needing students trained in Excel, QuickBooks, and tax software for general accounting duties.

Learn more about the program and apply at [Computerized Accounting Certificate](#)

Requirements

Fall Semester

Item #	Title	Credits
BST102	Computer Keyboarding	1
ACC100	Survey of Accounting	3
ACC210	Personal Income Taxes	3
BST110	Computer Applications	3
BUS102	Business Communication	3

Spring Semester

Item #	Title	Credits
ACC103	QuickBooks Basics	3
ACC201	Financial Accounting	3
BST225	Microsoft® Excel for Business Applications	3
ACC115	Payroll Accounting	3
	ACC263 or ACC261	3
Total Credits		27-28

Career Outlook

According to the Occupational Outlook Handbook, there is a projected 4% decline in employment of bookkeeping and accounting clerks from 2018 to 2028 because of technological change. Because bookkeeping, accounting, and auditing clerks constitute a large occupation, there will be a large number of job openings from workers leaving the occupation. Thus, opportunities to enter the occupation should be plentiful, despite the slight projected decline in employment.

Students who desire to gain entry-level positions are prepared with the successful completion of this certificate. Students who are looking to pursue long-term employment in the field of accounting should continue with the Associate's degree in Business Administration, which prepares students for transfer to four-year accounting programs at the junior-level standing.

Program Outcomes

Upon successful completion of the Computerized Accounting Certificate, students are able to:

- Demonstrate desirable work habits including verbal/written communication skills, technological competence, critical thinking, and problem solving.
- Demonstrate ethical behavior and confidentiality with financial data.
- Assume an entry-level position within a business to help in basic accounting activities with duties that may include data input in tax preparation, payroll, and general accounting functions.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.