

Accounting and Information Systems Technology

Certificate

Program Coordinator: Ben Bullen • LRC 217 • 276-739-2452

Length: Two semesters (one year)

Purpose: This certificate program in Accounting and Information Systems Technology is designed to provide individuals with basic skills in accounting and computer information systems which will enable them to obtain employment immediately upon completion of the two-semester program. With the present growth in this area, there is a need for personnel who possess basic skills in accounting and personal computers who are unable to pursue a two-year degree program.

Occupational Objectives: Computerized Accounting Clerk, Computerized Inventory Clerk, Computerized Payroll Clerk, Computerized Bookkeeping Clerk, Computerized Information Input Clerk

Admission Requirements: In addition to the admission requirements established for the college, entry into the Accounting and Information Systems Technology program requires proficiency in high school English and mathematics. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

Program Requirements: Proficiency in keyboarding is highly recommended. Students may enroll in AST 114 to upgrade keyboarding skills. Upon successful completion of the curriculum, the student will be awarded a Certificate in Accounting and Information Systems Technology.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Fall)				
ACC 211	Principles of Accounting I	4	0	4
ITE 115	Intro. to Computer Applications and Concepts	3	0	3
MTH 132	Business Mathematics	3	0	3
ENG 111	College Composition I	3	0	3
BUS 100	Introduction to Business	3	0	3
SDV 101	Orientation to College Success	1	0	1
Total		17	0	17
Second Semester (Spring)				
ACC 212	Principles of Accounting II	4	0	4
ACC 215	Computerized Accounting	4	0	4
BUS 241	Business Law	3	0	3
ITE 140	Spreadsheet Software	3	0	3
CST 100	Principles of Public Speaking	3	0	3
Total		17	0	17
Total Minimum Credits required for Certificate				34