

Accounting and Information Systems Technology Certificate

Program Coordinator:

Ben Bullen • LRC/Chestnut Hall 217 • (276) 739-2452 • bbullen@vhcc.edu

Program Purpose: 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. Prepares graduates for careers as Computerized Accounting Clerk, Computerized Inventory Clerk, Computerized Payroll Clerk, Computerized Bookkeeping Clerk, Computerized Information Input Clerk

First Semester (Fall)		
ENG 111	College Composition I	3
MTH 132	Business Math	3
ACC 211	Principles of Accounting I	4
ITE 115	Introduction to Computer Applications and Concepts	3
BUS 100	Introduction to Business	3
SDV 101	Orientation to College Success	1
Total Credits		17
Second Semester (Spring)		
ACC 212	Principles of Accounting II	4
BUS 241	Business Law I	3
ITE 140	Spreadsheet Software	3
ACC 215	Computerized Accounting	4
CST 100	Principles of Public Speaking	3
Total Credits		17

Total minimum credits for Certificate 34



- Students who complete ITE 140 are eligible to test for Microsoft Office Specialist (MOS) Excel 2016 Certification.
- Students who complete ITE 115 or ITE 119 are eligible to test for Microsoft Office Specialist (MOS) Word 2016 & Powerpoint 2016 Certification.