

Accounting and Information Systems Technology

Certificate

Program Coordinator: Ben Bullen • bbullen@vhcc.edu • 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 119 or ITE 152	Information Literacy or Introduction to Digital and Information Literacy and Computer Applications	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 for Certificate				34

Supervision and Management Certificate

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Length: Two semesters (one year)

Purpose: With increased development of business, industry, and government in Virginia, there is a great need for qualified management personnel. The supervision and management program is designed to train personnel for full-time employment upon completion of the course requirements. In addition, the curriculum furnishes the student the option to transfer into the AAS degree Management program.

Occupational Objectives: Entry Level Management, Industrial Supervision, Small Business Management

Admission Requirements: A student eligible for admission to the College can normally be considered for admission to Supervision and Management certificate curriculum. Proficiency in high school English and mathematics is required. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

Program Requirements: The one year curriculum provides training in general business, accounting, management, and information systems. In addition to this, the curriculum includes supportive courses as a preparation for entrance into the job market. Upon successful completion of the curriculum, the student will be awarded a Certificate in Supervision and Management.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Fall)				
ACC 211	Principles of Accounting I	4	0	4
BUS 100	Introduction to Business	3	0	3
BUS 205	Human Resource Management	3	0	3
ENG 111	College Composition I	3	0	3
MTH 132	Business Mathematics	3	0	3
SDV 101	Orientation to College Success	1	0	1
Total		17	0	17
Second Semester (Spring)				
BUS 200	Principles of Management	3	0	3
BUS 241	Business Law	3	0	3
BUS 225	¹ Applied Business Statistics	3	0	3
CST 100	Principles of Public Speaking	3	0	3
ITE 119 or ITE 152	Information Literacy or Introduction to Digital and Information Literacy and Computer Applications	3	0	3
PSY 120	² Human Relations	3	0	3
Total		18	0	18
Total Minimum Credits for Certificate				35

Footnotes:

¹Prerequisite: MTH 132.

²Psychology 200 may substitute for PSY 120.