

# ACCOUNTING TECHNICIAN CERTIFICATE (CAREER)

Program website (<https://www.frederick.edu/programs/business/accounting.aspx>)

## Program Requirements

Prepares students for immediate employment in the accounting field in a support position. Students will learn how to apply accounting concepts in a computerized environment to assist the business with their record keeping requirements. A grade of "C" or better must be earned in the following courses: ACCT 100 Business Accounting, ACCT 101 Principles of Accounting I, ACCT 111 Computerized Accounting.

## Program Learning Outcomes

- Apply generally accepted accounting principles to record accounting transactions/adjustments and create financial statements.
- Construct financial analyses, estimates, reconciliations, and reports to support business decision-making using appropriate technology.
- Create financial statements and record accounting transactions/adjustments utilizing accounting software.

## Program Requirements

- Students must earn a grade of "C" or better in the following courses: ACCT 100 Business Accounting, ACCT 101 Principles of Accounting I, ACCT 111 Computerized Accounting.

| Code                             | Title                                      | Credits |
|----------------------------------|--|---------|
| <b>Departmental Requirements</b> |  |         |
| ACCT 100                         | Business Accounting                        | 3       |
| ACCT 101                         | Principles of Accounting I                 | 3       |
| ACCT 102                         | Principles of Accounting II                | 3       |
| ACCT 111                         | Computerized Accounting                    | 3       |
| Select one of the following:     |  |         |
| ACCT 117                         | Payroll Accounting                         |         |
| ACCT 205                         | Federal Income Tax Accounting              |         |
| ACCT 216                         | Governmental and Not-for-Profit Accounting |         |
| BMGT 100                         | Spreadsheet Applications                   | 3       |
| BMGT 120                         | Business Communications                    | 3       |
| CMIS 101                         | Information Systems and Technology         | 3       |
| Total Credits                    |  | 24      |

## Transfer Note

For more information on careers and transfer, contact the Career and Academic Planning Services office at 301.846.2471 or visit Transfer Services (<https://www.frederick.edu/student-resources/counseling-advising/transfer-services.aspx>).

## Guided Pathway to Success (GPS)

Suggested schedules map your path to degree completion.

Students should meet with an advisor each semester to carefully select and sequence courses based on their specific academic goals and interests. Visit Jefferson Hall or call 301.846.2471 for advising.

| Recommended First Semester |                            | Credits |
|----------------------------|----------------------------|---------|
| ACCT 100                   | Business Accounting        | 3       |
| ACCT 101                   | Principles of Accounting I | 3       |

|                                    |  |    |
|------------------------------------|--|----|
| CMIS 101                           | Information Systems and Technology         | 3  |
| BMGT 120                           | Business Communications                    | 3  |
| Credits                            |  | 12 |
| <b>Recommended Second Semester</b> |  |    |
| ACCT 111                           | Computerized Accounting                    | 3  |
| BMGT 100                           | Spreadsheet Applications                   | 3  |
| ACCT 102                           | Principles of Accounting II                | 3  |
| Select one of the following:       |  | 3  |
| ACCT 117                           | Payroll Accounting                         |    |
| ACCT 205                           | Federal Income Tax Accounting              |    |
| ACCT 216                           | Governmental and Not-for-Profit Accounting |    |
| Credits                            |  | 12 |
| Total Credits                      |  | 24 |

## Part-time Students

Part-time students should complete courses in the order listed on the pathway. Please contact program manager for questions about part-time status.

Students who take fewer than 15 credits each semester or who require developmental English or Math coursework will need additional semesters to complete their degrees. Summer term and January session classes may help students to make faster progress.

## Pathway Legend

Milestone - courses with the Milestone notation should be taken within the recommend credit range to stay on track for program completion.

Fall, Spring, Summer - courses with a Fall, Spring, or Summer notation indicate the course is offered in the specified semester only.