

ACCOUNTING

Credentials

Accounting for Small Business skills certificate	17 cr.
Accounting certificate	33 cr.
Accounting AAS degree	62-65 cr.

Major Description

Virtually every business and organization needs someone to manage their financials. Schoolcraft's accounting program will prepare you for a career as a bookkeeper or accountant with courses that cover the principles of accounting, income tax preparation, payroll and current accounting software. The accounting program offers three options for specialization:

- Accounting associate in applied science degree: Earning this associate degree is a first step towards a career in accounting and also prepares the student to transfer to a four-year college or university to earn a bachelor's degree.
- Accounting certificate: This certificate program takes approximately three semesters to complete and prepares students for a position as an entry-level bookkeeper.
- Accounting for small business skills certificate: This program is a good option for anyone interested in working at a small business as an entry level bookkeeper or to enhance their potential for small-business management.

Accounting for Small Business Skills Certificate

Schoolcraft program code # CRT.00365

The accounting program is designed to familiarize students with the work and challenges facing accountants. This certificate program is designed for those: who seek entry-level bookkeeping positions in specialized areas; who seek a credential in order to receive pay raises, promotions, or benefits from employers; or who currently own or are starting a small business.

Students who satisfactorily complete the program requirements qualify for a certificate of program completion. All program required courses must have been completed with a grade of 2.0 or better.

SAMPLE SCHEDULE OF COURSES
First Year-Fall Semester

ACCT 201	Principles of Accounting 1	4
CIS 120	Software Applications	3
	Total Credits	7

First Year-Winter Semester

ACCT 263	Computerized Accounting Using QuickBooks	3
Elective	<i>Select four tax credit hours from list</i>	4
ACCT 238	Federal Tax Accounting	
	OR	
ACCT 138	Income Tax Preparation	
ACCT 139	Michigan Taxes	
	Total Credits	7

Second Year—Fall Semester

Elective	<i>Select one</i>	3
CIS 180	Spreadsheet Applications—Current Software	
ACCT 262	Payroll Accounting	
	Total Credits	3

PROGRAM TOTAL 17 CREDITS

Not all courses are offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them.

Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor or counselor. Number of credits may vary depending on the course selection.

Accounting Certificate

Schoolcraft program code # 1YC.00001

The accounting program is designed to familiarize students with the work and challenges facing accountants. This certificate program prepares the student for a job as an entry-level bookkeeper within an accounting department or firm.

Students who successfully complete all program courses qualify for a certificate of program completion.

SAMPLE SCHEDULE OF COURSES
First Year—Fall Semester

ACCT 201	Principles of Accounting 1	4
CIS 120	Software Applications	3
ENG 101	English Composition 1	3

First Year—Winter Semester

ACCT 202	Principles of Accounting 2	4
Elective	<i>Select four tax credit hours from list</i>	4
ACCT 238	Federal Tax Accounting	

MATH 101	Business Mathematics	3		OR	
	Total Credits	13	ACCT 138	Income Tax Preparation	AND
			ACCT 139	Michigan Taxes	
			BUS 207	Business Law 1	3
			ACCT 263	Computerized Accounting Using QuickBooks	3
				Total Credits	14

Accounting Certificate (continued)

Second Year—Fall Semester

COMA 103	Fundamentals of Speech	3
ACCT 262	Payroll Accounting	3
	Total Credits	6

PROGRAM TOTAL 33 CREDITS

Not all courses are offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them.

Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor or counselor. Number of credits may vary depending on the course selection.

Accounting AAS Degree

Schoolcraft program code # AAS.00005

The accounting program is designed to familiarize students with the work and challenges facing accountants. The program provides training for those planning to seek a career in accounting.

Students who satisfactorily complete all college and program requirements qualify for an associate in applied science degree.

SAMPLE SCHEDULE OF COURSES

First Year—Fall Semester

First Year—Winter Semester

ACCT 201	Principles of Accounting 1	4	ACCT 202	Principles of Accounting 2	4
CIS 120	Software Applications	3	CIS 180	Spreadsheet Applications—Current Software	3
ENG 101	English Composition 1	3	ACCT 263	Computerized Accounting Using QuickBooks	3
Mathematics	<i>Select one</i>	3-4	ECON 201	Principles of Macroeconomics	4
MATH 101	Business Mathematics			Total Credits	14
MATH 113	Intermediate Algebra for College Students				
	Total Credits	13-14			

First Year—Spring/Summer Session

COMA 103	Fundamentals of Speech	3
ENG 106	Business English	3
	Total Credits	6

Second Year—Fall Semester

Second Year—Winter Semester

ACCT 221	Intermediate Accounting 1	4	ACCT 222	Intermediate Accounting 2	4
ACCT 226	Cost Accounting	4	Elective	<i>Select four tax credit hours from list</i>	4
BUS 207	Business Law 1	3	ACCT 238	Federal Tax Accounting	
Elective	<i>Select one</i>	3-4		OR	
ACCT 262	Payroll Accounting		ACCT 138	Income Tax Preparation	AND
BUS 101	Introduction to Business		ACCT 139	Michigan Taxes	
ECON 202	Principles of Microeconomics		Elective	<i>Select one</i>	3-4
	Total Credits	14-15	ACCT 205	Accounting Internship	
			BUS 202	Business Ethics	
			BUS 240	International Business	
			CNT 115	Cybersecurity Fundamentals	
			PSYCH 153	Human Relations	
			POLS 209	International Relations	
			PHIL 247	Logic	
			SOC 201	Principles of Sociology	
			Science	<i>General Education Science course</i>	4
				Total Credits	15-16

PROGRAM TOTAL 62-65 CREDITS

Not all courses are offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them.

Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor or counselor. Number of credits may vary depending on the course selection.

021218



It is the policy of Schoolcraft college that no person shall, on the basis of race, religion, color, gender, age, marital status, disability, sexual orientation, and/or national origin, be subjected to discrimination during or be excluded from participating in or be denied the benefits of any program or activity or in employment.

