

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
MATH 101	Business Mathematics	3
	Total Credits	13

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
		OR
	ACCT 138	Income Tax Preparation
	ACCT 139	Michigan Taxes
	BUS 207	Business Law 1
	ACCT 263	Computerized Accounting Using QuickBooks
	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**

ACCT 201	Principles of Accounting 1	4
CIS 120	Software Applications	3
ENG 101	English Composition 1	3
Mathematics	<i>Select one</i>	3-4
MATH 101	Business Mathematics	
MATH 113	Intermediate Algebra for College Students	
	Total Credits	13-14

First Year—Winter Semester

ACCT 202	Principles of Accounting 2	4
CIS 180	Spreadsheet Applications—Current Software	3
ACCT 263	Computerized Accounting Using QuickBooks	3
ECON 201	Principles of Macroeconomics	4
	Total Credits	14

First Year—Spring/Summer Session

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

Second Year—Fall Semester

ACCT 221	Intermediate Accounting 1	4
ACCT 226	Cost Accounting	4
BUS 207	Business Law 1	3
Elective	<i>Select one</i>	3-4
ACCT 262	Payroll Accounting	
BUS 101	Introduction to Business	
ECON 202	Principles of Microeconomics	
	Total Credits	14-15

Second Year—Winter Semester

ACCT 222	Intermediate Accounting 2	4
Elective	<i>Select four tax credit hours from list</i>	4
ACCT 238	Federal Tax Accounting	
	OR	
ACCT 138	Income Tax Preparation	AND
ACCT 139	Michigan Taxes	
Elective	<i>Select one</i>	3-4
	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>
	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.