

# Accounting Essentials Short-Term Certificate

**Program Code**

STC-BSAD-BACT

**CIP**

52.0201

**Type**

Short-Term Certificate

This certificate program is designed to prepare students for employment in the following related fields: Payroll, Accounts Receivable and Payable, Bookkeeping, and Tax Preparation.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

## Required Courses

Item #	Title	Credits
ACT 249	Payroll Accounting	3
ACT 254	Business Income Tax	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
BUS 248	Managerial Accounting	3
BUS 253	Individual Income Tax	3
CIS 146	Computer Applications	3
CIS 197E	Microsoft Excel Expert	3
<b>Total Credits</b>		<b>27</b>