

# ACCOUNTING LETTER OF RECOGNITION (CAREER)

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

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## Program Description

Provides students with basic accounting and computer skills including recording transactions using generally accepted accounting principles, preparing financial statements, and using a computerized accounting system.

### Digital Badge

Students earning this letter of recognition will automatically receive a digital badge. For more information on digital badging, please visit our Digital Badges page (<https://www.frederick.edu/degrees-certificates/credly.aspx>).

## Program Learning Outcomes

- Apply the steps in the accounting cycle to record accounting transactions and adjustments.
- Create financial statements according to generally accepted accounting principles.
- Utilize accounting software to record transactions and prepare financial statements.
- Demonstrate basic tech literacy and introductory spreadsheet skills.

## Program Requirements

Code	Title	Credits
<b>Departmental Requirements</b>		
ACCT 100	Business Accounting	3
CMIS 101	Information Systems and Technology	3
ACCT 111	Computerized Accounting	3
Total Credits		9

## 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.

<b>Recommended First Semester</b>		<b>Credits</b>
ACCT 100	Business Accounting	3
CMIS 101	Information Systems and Technology	3
Credits		6
<b>Recommended Second Semester</b>		
ACCT 111	Computerized Accounting	3
Credits		3
Total Credits		9

### 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.