COMPUTERIZED ACCOUNTING CERTIFICATE (CAREER)

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

Program Manager: Dr. Karen Wilson
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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 the steps in the accounting cycle to record accounting transactions and adjustments, and create financial statements according to generally accepted accounting principles.
- Create financial statements and record accounting transactions and adjustments utilizing accounting software.
- Create payroll functions for a business entity.
- Construct spreadsheets to report financial performance and project financial estimates.

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
Departmental Requirements		
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:		3
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
Recommended Second Semester		
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.