

# ACCOUNTING, Certificate Program - 1170

CIP Code: 52.0302

## *Business, Hospitality, and Tourism Division*

Students are prepared with the specialty skills and knowledge to gain employment as trainees in auditing, cost accounting, and general accounting. The Accounting AA degree program is accredited by the Association of Collegiate Business Schools and Programs. Since 1992, ACBSP is the only nationally recognized organization that grants regional accreditation to two- and four-year colleges and universities. The complete programs are available at the Harrisburg, Lancaster, Lebanon and York Campuses. Several courses in the degree program and all of the certificate courses are also available at the Gettysburg Campus and other sites.

### *Career Opportunities*

Graduates of this program find employment in accounting firms, banks, private industry, and government service. (SOC Code: 43-3031 Bookkeeping, Accounting and Auditing Clerks)

Link to Occupational profiles on O\*NET <http://www.onetcodeconnector.org/>

Application and Admission information <http://www.hacc.edu/StudentServices/Registrar/HowtoApplyandRegister/index.cfm>

### *Competency Profile*

This curriculum is designed to prepare students to:

- Perform all functions of accounting for a single proprietorship
- Compute and record transactions unique to partnerships and corporations
- Analyze financial statements, recognize potential problems and suggest appropriate solutions
- Implement an effective system of internal controls
- Recognize and design records necessary for special needs
- Show proficiency in operating a microcomputer-based accounting system and analyzing accounting problems using a computerized spreadsheet
- Access the Internet, manage E-mail operations, and operate Websites
- Write and speak effectively

## **PROGRAM REQUIREMENTS (TOTAL CREDITS = 38)**

<b>General Education</b>		<b>Major</b>		<b>Other Required Courses</b>	
ENGL 101 English Composition I	3	ACCT 101 Principles of Accounting I	4	CIS 105 Introduction to Software	
ENGL 104 Report and Technical Writing <b>or</b>		ACCT 200 Principles of Accounting II	4	for Business	3
ENGL 106 Written Business Communication	3	ACCT 201 Intermediate Accounting I	4	CIS 108 Introduction to PowerPoint	1
SPCH 101 Effective Speaking	<u>3</u>	ACCT 215 Microcomputer Accounting		FIN 201 Principles of Finance	<u>3</u>
	9	Application	3		7
		Program Specific Electives*	<u>7</u>		
			22		

\*Select two of the following;

ACCT 202; ACCT 203; ACCT 204

Program Costs: \$11,115.00

<http://www.hacc.edu/FinancialAid/FinancialAidBasics/Cost-of-Attendance.cfm>

On-time Completion Rate: 0%

Job Placement Rate:

Median Federal Loan Debt: \$0

Median Alternative Loan Debt: \$0