



Office Accounting

Certificate (42 SCH*)

*Semester Credit Hour

8/2020

First Semester - 15 SCH

ACNT 1303 - Introduction to Accounting I
ITSC 1305 - Introduction to PC Operating Systems
ITSC 1309 - Integrated Software Applications I
POFT 1321 - Business Math
POFT 1329 - Beginning Keyboarding

Second Semester - 12 SCH

BUSG 1301 - Introduction to Business
ITSC 2321 - Integrated Software Applications II
POFT 1319 - Records & Information Management
POFT 2301 - Intermediate Keyboarding

Third Semester - 15 SCH

ACCT 2301 - Principles of Financial Accounting
BUSG 1304 - Introduction to Financial Advising
BUSI 2301 - Business Law
ITSW 1304 - Introduction to Spreadsheets
POFT 2312 - Business Correspondence & Communication

Marketable Skills

- Critical Thinking
- Communication
- Quantitative Reasoning
- Time Management
- Teamwork
- Personal Responsibility
- Social Responsibility
- Computer Skills
- Organizational Skills
- Interpersonal Skills
- Customer Service

Program Outcomes

- Perform basic functions of entry level bookkeeping/accounting positions.
- Use computer and related tools to perform financial reports and management reports.
- Be aware of the ethical issues facing the profession and the value of a responsible citizen.
- Know how to apply related accounting knowledge such as taxation, payroll, auditing in performing accounting/bookkeeping functions/work.

High School Endorsements

Business and Industry

Additional Educational Opportunities

Associate of Science Degree to transfer to a university. BBA and MS in Accounting for CPA career.

Career Opportunities

Financial clerk; Accounting assistant; Bookkeeper; Accounts payable clerk; Bank teller; Business owner; Management trainee.