



# discover ACCOUNTING

## Program Requirements 2012-2013 CATALOG

### ACCOUNTING ASSOCIATE DEGREE

Schoolcraft program code # AAS.00005

The Accounting Program is designed to familiarize students with the work and challenges facing accountants. The program provides training for those planning to seek a career in accounting.

All courses are not offered each semester. Students should work with the Counseling Center to set up a schedule that will work for them. Students who satisfactorily complete all College Requirements qualify for an Associate in Applied Science Degree.

#### SAMPLE SCHEDULE OF COURSES

##### FIRST YEAR

##### Fall Semester

ACCT 201	Principles of Accounting I	4
CIS 120	Software Applications	3
ENG 101	English Composition I	3
Mathematics	Select I	3-4
MATH 101	Business Mathematics	
MATH 113	Intermediate Algebra for College Students	

13-14

##### Winter Semester

ACCT 202	Principles of Accounting 2	4
CIS 180	Spreadsheet Applications—Current Software	3
Elective	Select I	3
ACCT 260	Computerized Accounting Using Peachtree	
ACCT 263	Computerized Accounting Using QuickBooks	
ECON 201	Principles of Macroeconomics	4

14

##### Spring/Summer Session

COMA 103	Fundamentals of Speech	3
ENG 106	Business English	3

6

#### SECOND YEAR Fall Semester

ACCT 221	Intermediate Accounting I	4
ACCT 226	Cost Accounting	4
BUS 207	Business Law I	3
Elective	Select I	3-4
ACCT 262	Payroll Accounting	
BUS 101	Introduction to Business	
ECON 202	Principles of Microeconomics	

14-15

##### Winter Semester

ACCT 222	Intermediate Accounting 2	4
Elective	Select 4 tax credit hours below	4
ACCT 238	Federal Tax Accounting	4

##### OR

ACCT 138 and ACCT 139	Income Tax Preparation	2
ACCT 139	Michigan Taxes	2
Elective	Select I	3-4
BUS 202	Business Ethics	
BUS 240	International Business	
PSYCH 153	Human Relations	
POLS 209	International Relations	
PHIL 247	Logic	
SOC 201	Principles of Sociology	
Science*	Select any General Education Science course	4

15-16

**PROGRAM TOTAL 62-65 CREDITS**

\* Number of credits may vary depending on the General Education Science course selection.

Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with a counselor or advisor. Number of credits may vary depending on the course selection.

## ACCOUNTING CERTIFICATE

Schoolcraft program code # 1YC.00001

The Accounting Program is designed to familiarize students with the work and challenges facing accountants. This certificate program prepares the student for a job as an entry-level bookkeeper within an accounting department or firm.

All courses are not offered each semester. Students should work with the Counseling Center to set up a schedule that will work for them. Students who successfully complete all Program Courses qualify for a Certificate of Program Completion.

### SAMPLE SCHEDULE OF COURSES

#### FIRST YEAR

#### Fall Semester

ACCT 201	Principles of Accounting I	4
CIS 120	Software Applications	3
ENG 101	English Composition I	3
MATH 101	Business Mathematics	3
		<b>13</b>

#### Winter Semester

ACCT 202	Principles of Accounting 2	4
Elective	Select 4 tax credit hours below	4
ACCT 238	Federal Tax Accounting	4
<b>OR</b>		
ACCT 138	Income Tax Preparation	2
and		
ACCT 139	Michigan Taxes	2
BUS 207	Business Law I	3
Elective	Select I	3
ACCT 260	Computerized Accounting Using Peachtree	
ACCT 263	Computerized Accounting Using QuickBooks	
		<b>14</b>

#### SECOND YEAR Fall Semester

COMA 103	Fundamentals of Speech	3
ACCT 262	Payroll Accounting	3
		<b>6</b>

**PROGRAM TOTAL 33 CREDITS**

## ACCOUNTING FOR SMALL BUSINESS SKILLS CERTIFICATE

Schoolcraft program code # CRT.00365

The Accounting Program is designed to familiarize students with the work and challenges facing accountants. This certificate program is designed for those: who seek entry-level bookkeeping positions in specialized areas; who seek a credential in order to receive pay raises, promotions, or benefits from employers; or who currently own or are starting a small business.

All courses are not offered each semester. Students should work with the Counseling Center to set up a schedule that will work for them. A Certificate of Completion is granted after completion of required courses with a grade of 2.0 or better.

### SAMPLE SCHEDULE OF COURSES

#### FIRST YEAR

#### Fall Semester

ACCT 201	Principles of Accounting I	4
CIS 120	Software Applications	3
		<b>7</b>

#### Winter Semester

ACCT 263	Computerized Accounting Using QuickBooks	3
Elective	Select 4 tax credit hours below	4
ACCT 238	Federal Tax Accounting	4
<b>OR</b>		
ACCT 138	Income Tax Preparation	2
and		
ACCT 139	Michigan Taxes	2
		<b>7</b>

#### SECOND YEAR Fall Semester

Elective	Select I	3
CIS 180	Spreadsheet Applications—Current Software	
ACCT 262	Payroll Accounting	
		<b>3</b>

**PROGRAM TOTAL 17 CREDITS**

Go to [www.schoolcraft.edu/academicprograms](http://www.schoolcraft.edu/academicprograms) to see the **Gainful Employment Disclosure** which includes additional information about this program, such as program costs, student graduation rates, and the median debt of students who complete the program.

Virtually any program at Schoolcraft College can be a transfer program if you plan to continue at a four-year institution to earn a bachelor's degree in your major. Visit [www.schoolcraft.edu/transfer](http://www.schoolcraft.edu/transfer) for information about transfer options. To ensure that the Schoolcraft courses you select are the specific ones required by the four-year college of your choice, be sure to consult regularly with your counselor/advisor.

