

ACCOUNTING

Credentials

Accounting for Small Business skills certificate	17 cr.
Accounting certificate.....	33 cr.
Accounting AAS degree	62–65 cr.

Major Description

Every business needs someone to mind the money.

If you love numbers, accounting can be your key to working in virtually any industry.

Schoolcraft's accounting program will prepare you for a career as a bookkeeper or accountant. Where you work is up to you—retail, health, education, manufacturing, big business—or your own venture.

Classes cover principles of accounting, income tax preparation, payroll, current software and much more.

An eye for detail, a head for numbers and the motivation to be self-directed are critical in this field.

- Accounting associate in applied science degree: This program qualifies you for an AAS degree and prepares you for transfer to a four-year university.
- Accounting certificate: This program, which takes approximately three semesters to complete, will prepare you for a job as an entry-level bookkeeper.
- Accounting for small business skills certificate: This program is a good option if you're looking for an entry-level bookkeeping position in a specialized area, to enhance your credentials or manage a small business. A certificate of completion is granted after completion of required courses with a grade of 2.0 or better.

Job Titles & Median Salaries or Hourly Rates

- Clerks (accounting, billing, bookkeeping, data entry, finance, payroll): \$29,999–\$34,030 (national)
- Tax Preparer: \$34,030 (national)
- Accountant (requires bachelor's degree): \$60,670 (national)
- Auditor (requires bachelor's degree): \$61,690 (national)

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 an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete all college and program requirements qualify for an associate in applied science degree.

SAMPLE SCHEDULE OF COURSES

First Year—Fall Semester

ACCT 201	Principles of Accounting 1	4
CIS 120	Software Applications	3
ENG 101	English Composition 1.....	3
Mathematics	Select 1	3–4
MATH 101	Business Mathematics	
MATH 113	Intermediate Algebra for College Students	

Total Credits 13–14

First Year—Winter Semester

ACCT 202	Principles of Accounting 2.....	4
CIS 180	Spreadsheet Applications—Current Software...	3
Elective	Select 1	3
ACCT 260	Computerized Accounting Using Peachtree	
ACCT 263	Computerized Accounting Using QuickBooks	
ECON 201	Principles of Macroeconomics	4

Total Credits 14

First Year—Spring/Summer Session

COMA 103	Fundamentals of Speech	3
ENG 106	Business English	3

Total Credits 6

Accounting AAS Degree

Second Year—Fall Semester

ACCT 221	Intermediate Accounting 1	4
ACCT 226	Cost Accounting	4
BUS 207	Business Law 1.....	3
Elective	Select 1	3–4
ACCT 262	Payroll Accounting	
BUS 101	Introduction to Business	
ECON 202	Principles of Microeconomics	

Total Credits 14–15

Second Year—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	Income Tax Preparation.....	2
ACCT 139	Michigan Taxes.....	2
Elective	Select 1	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

Total Credits 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

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 an academic advisor or counselor 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 1.....	4
CIS 120	Software Applications	3
ENG 101	English Composition 1.....	3
MATH 101	Business Mathematics.....	3

Total Credits 13

First Year—Winter Semester

ACCT 202	Principles of Accounting 2.....	4
Elective	Select 4 tax credit hours below	4
ACCT 238	Federal Tax Accounting	4

OR

ACCT 138 and	Income Tax Preparation.....	2
ACCT 139	Michigan Taxes.....	2
BUS 207	Business Law 1.....	3
Elective	Select 1	3
ACCT 260	Computerized Accounting Using Peachtree	
ACCT 263	Computerized Accounting Using QuickBooks	

Total Credits 14

Second Year—Fall Semester

COMA 103	Fundamentals of Speech	3
ACCT 262	Payroll Accounting.....	3

Total Credits 6

PROGRAM TOTAL 33 CREDITS

Accounting for Small Business Skills Certificate

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 an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete the program requirements qualify for a certificate of program completion. All program required courses must have been completed with a grade of 2.0 or better.

SAMPLE SCHEDULE OF COURSES

First Year—Fall Semester

ACCT 201	Principles of Accounting 1.....	4
CIS 120	Software Applications	3

Total Credits 7

First Year—Winter Semester

ACCT 263	Computerized Accounting Using QuickBooks...	3
Elective	Select 4 tax credit hours below	4
ACCT 238	Federal Tax Accounting	4

OR

ACCT 138 and	Income Tax Preparation.....	2
ACCT 139	Michigan Taxes.....	2

Total Credits 7

Second Year—Fall Semester

Elective	Select 1	3
CIS 180	Spreadsheet Applications—Current Software	
ACCT 262	Payroll Accounting	

Total Credits 3

PROGRAM TOTAL 17 CREDITS