

## ACCOUNTING CERTIFICATE - 17 CREDITS

### OVERVIEW

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### COURSES

#### OVERVIEW

##### WHY CHOOSE AN ACCOUNTING CERTIFICATE?

This career teaches students various accounting methods, and how to audit records to ensure they comply with tax laws and other standards. They also learn how to create and review financial records. The growth in this field is also very steady.

##### SKILLS ACQUIRED

(Bureau of Labor Statistics)

People who have worked in this career typically perform the following tasks:

- Examine financial statements to ensure they are accurate and comply with laws and regulations
- Compute taxes owed, prepare tax returns, and ensure that taxes are paid properly and on time
- Inspect account books and accounting systems for efficiency and use of accepted accounting procedures
- Organize and maintain financial records
- Assess financial operations and make best-practices recommendations to management
- Suggest ways to reduce costs, enhance revenues, and improve profits

#### CAREERS IN ACCOUNTING

##### Projected Job Growth

According to ISeek.org, job growth for the field of accounting will be 10.6%. There will be a need for about 7,750 new Bookkeeping, Accounting and Auditing Clerks to meet market demand between 2010 and 2020. This includes the demand due to replacement (workers leaving the occupation or retiring) as well as growth.

##### Types of Jobs

(iseek.org)

Individuals taking Accounting may choose to focus on the following careers:

- Accountants and Auditors
- Bookkeeping, Accounting, and Auditing Clerks
- Budget Analysts
- College Business Teachers
- Credit Analysts
- Financial Analysts
- Financial Examiners
- Financial Managers

##### Average State Pay

According to iseek.org, median salary in the state of Minnesota is \$36,650 (or \$17.62 per hour).

##### Description

(iseek.org)

Accounting programs teach students various accounting methods and how to audit records to ensure they comply with tax laws and other standards. Students will also learn how to create and review financial records.

#### CERTIFICATE IN ACCOUNTING

The Accounting Certificate is designed for working adults who need to acquire additional technical accounting skills. The Accounting Certificate offers core accounting courses that prepare students for entry-level accounting jobs.

The Financial Accounting course emphasizes recording business transactions and providing reports to users. The Managerial Accounting course deals with gathering vital information for managers to use in operating the business. Federal Individual Income Tax trains students to prepare a basic tax return. The Computerized Accounting and Information Technology Concepts/Business Software I courses provide experience with industry software that streamlines the accounting process.

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#### REQUIRED COURSES - 17 CREDITS

Code	Title	Credits
ACCT 1052	Computerized Accounting	2

<b>ACCT 2853</b>	Federal Individual Income Tax	4
<b>ACCT 2251</b>	Financial Accounting	4
<b>ACCT 2252</b>	Managerial Accounting	4
<b>CIM 1201</b>	Information Technology Concepts and Business Software 1	3
or <b>BUSN 1201</b>	Information Technology Concepts and Business Software 1	3

## OTHER CERTIFICATE REQUIREMENTS

- Earn a minimum cumulative grade point average (GPA) of 2.0 for college-level coursework (courses numbered 1000 and above) completed at Normandale.
- Earn at least one third of the required certificate credits from Normandale.

## COURSES

### ACCT 1052 COMPUTERIZED ACCOUNTING | 2 CR

Prereq: **ACCT 1051** , or **ACCT 2251**

This course is designed for non-accounting majors. The course provides an environment in which students use computerized accounting software to create financial statements and other financial reports, reinforce learned accounting concepts, and see how computer software can be used to make business decisions.

Credits: 2 Semesters: Spring

### ACCT 2251 FINANCIAL ACCOUNTING | 4 CR

This course, the first of the two consecutive courses in financial and managerial accounting, is designed to develop basic accounting knowledge of students in the following areas: generally accepted accounting principles and concepts, accounting cycle, preparation of financial statements, cash management, accounting for merchandising operations, receivables, inventory, current and long-term liabilities, long-term assets, stock transactions and financial statement analysis.

Credits: 4 Semesters: Fall, Spring

### ACCT 2252 MANAGERIAL ACCOUNTING | 4 CR

Prereq: **ACCT 2251**

This course is the second of the two consecutive courses in financial and managerial accounting. The course focuses on managerial accounting concepts and accounting tools and techniques used for decision-making. The course content includes job and process costing, activity-based costing, cost volume-profit analysis, target pricing, budgets, variances and cost-revenue analysis for decision-making.

Credits: 4 Semesters: Fall, Spring

### ACCT 2853 FEDERAL INDIVIDUAL INCOME TAX | 4 CR

Prereq: **ACCT 2251**

This course is intended to cover Internal Revenue Code as applied to individual income tax returns. The material covered would include filing requirements, personal tax credits and exemptions, gross income inclusions and exclusions, itemized deductions, employee business expenses, self-employment, rental activities, property basis, and capital gains and losses. Students will have the opportunity to prepare federal and state income tax returns using tax preparation software. (Same as BUSN 2853.)

Credits: 4 Semesters: Fall, Spring

### CIM 1201 INFORMATION TECHNOLOGY CONCEPTS AND BUSINESS SOFTWARE 1 | 3 CR

Recommended: Keyboarding and proofreading skills. This course is taught using Microsoft Office latest version business software for a PC. Prereq: Eligible for **READ 0860** , and **ENGC 0900**

The purpose of the course is to prepare students for their future academic and professional pursuits using computers. The outcomes are designed to give students the tools to exceed the minimum expectations of employers. The course includes computer concepts and computer application software. The students will learn computer concepts of how computers operate, how they are used in industry, and how they improve communications. They will learn computer hardware, software and development, personal productivity software, data communications, the World Wide Web and e-mail, the social challenge, and career options. The students will learn computer application software using document production in word processing, spreadsheets, and database management. Students will create text-based documents to include letters, research reports in MLA and APA formatting with citations, one-page brochure with clip art, page and section breaks, reviewing/tracking features, and creating a resume as a web page; use the formula features, charting, functions, pivot tables and goal seeking for spreadsheets; and use the database features to create tables and reports, import data from Excel, set validation rules, and establish referential integrity of data including sorting and querying to gain skills to use in other courses or in the workplace. This course is required for most upper level Management Information Systems classes at 4-year colleges. (Same as BUSN 1201).

Credits: 3 Semesters: Fall, Spring