



PROFESSIONAL CERTIFICATE IN **Accounting**

Certificate Description

This certificate provides high school graduates, professionals with limited experience or out-of-field students and professionals the opportunity to understand the application of accounting in today's business environment.

Business & Society—BUS 105 (required)—This survey course provides students with a general introduction to business activity and how it relates to our economic society. Students will explore how businesses are owned, organized, managed, and controlled.

Outcomes:

- Describe the basic environments (legal, social, economic) in which a business operates.
- Explain the basic concepts of management and recognize problems faced in operating a business enterprise.
- Identify basic concepts regarding money and banking, financial management, stock and bond markets, and risks involved in business.
- Discuss the changing factors that could influence business in the future.
- Distinguish the differences between the major forms of business organizations and be able to know and identify the characteristics of each.

Principles of Accounting I—ACCT 205 (required)—This course introduces students to financial accounting. Students can learn the fundamentals of the accounting cycle.

Outcomes:

- Understand & explain the Accounting Equation and its components (of assets, liabilities & capital)
- Understand the meaning & effects of transactions on revenues, expenses, assets, liabilities & capital
- Understand, distinguish and analyze the composition of "Capital" for unincorporated & incorporated for-profit entities
- Select and use the appropriate accounting policies and practices to a wide range of commercial situations requiring financial accounting information for "external" decision making purposes
- Identify the various user groups that need accounting information and the characteristics of the information that they need
- Prepare a Trial Balance, an Income Statement, Owner's Equity Statement and Balance Sheet;
- Participate in managerial decision processes requiring the input of accounting based information



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Principles of Accounting II—ACCT 210 (required)—This is the second course in accounting principles and is an introduction to managerial accounting concepts. The objective of this course is to help students develop a solid understanding of costs and cost behavior and the use of cost information for planning, controlling, and making managerial decisions.

Outcomes:

- Explain the methods of cost expiration for natural resources and intangible assets.
- Explain Account for receivables, Account for inventory using cost flow methods under perpetual and periodic inventory systems.
- Demonstrate an understanding of the Statement of Cash Flows.
- Develop an understanding of corporate organizations and fundamentals of recording stock and dividend transactions. Demonstrate the reporting of stockholder equity.
- Demonstrate the reporting of stockholder equity and account for the recording, valuation and reporting of investments in securities.

Managerial Accounting—ACCT 310—This course is designed to provide students with an understanding of the role of accounting information in support of decision making and planning throughout the organization. Students will learn accounting methods for planning and controlling operations through budgets, responsibility centers and cost management.

Outcomes:

- Describe the functions of, and explain the nature and scope of managerial accounting
- Understand the role of performance measures in an organization
- Explain the nature, purpose and scope of responsibility accounting
- Understand the role of management accounting in planning, control and adaptation
- Differentiate between various costing systems and various forms of responsibility centers
- Understand the relativity of managerial accounting data and information, and to interpret, present, evaluate and use it effectively and appropriately in internal management decision-making
- Assess and demonstrate the relevance and applicability of managerial accounting information to decision making by non-financial management
- Understand the importance of ethics on professions such as accounting

Principles of Financial Accounting—ACT 311—This course focuses on the underlying concepts, ethical, regulatory and business environment of financial reporting with an emphasis on measurement, valuation and presentation of typical asset-related items.

Outcomes:

- Critically appraise financial accounting concepts and their origin
- Assess financial accounting standards as they relate to presentation and disclosure in general purpose financial statements
- Argue the time value of money concept
- Recognize, measure, value and present financial statements in conformity with GAAP relating to assets
- Prioritize ethical and professional business conduct



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Intermediate Accounting I—ACCT 315—Intermediate accounting I provides a combination of professional language and vibrant pedagogy to facilitate the transition from financial principles to the professional accounting world and beyond. This course links accounting principles to the central activities of a business.

Outcomes:

- Understand capital markets and decision making, explain what is included in financial reporting, and discuss generally accepted accounting principles (GAAP) and the sources of GAAP.
- Explain the Financial Accounting Standards Board (FASB) conceptual framework, understand the relationship among the objectives of financial reporting, and identify the general objective of financial reporting.
- Describe the three specific objectives of financial reporting, discuss the types of useful information for investment and credit decision making, explain the qualities of useful accounting information, the purposes, elements of the balance sheet and how to measure them.
- Classify the assets and liabilities of a balance sheet, explain the statement of changes in stockholders' equity, describe the Security and Exchange Commission (SEC) integrated disclosures and the major components of an income statement, compute income from continuing operations, and report the results from discontinued operations.
- Understand the concepts of income, explain the conceptual guidelines for reporting income, and define the elements of an income statement.
- Identify items of cash (and cash equivalents), understand the importance of cash management, and discuss revenue recognition when the right of return exists.
- Discuss the impact of technology on business and effective communications techniques and recognize situations that present potential ethical and legal issues and develop solutions for those issues.

Intermediate Accounting II—ACCT 320—This course covers the fundamentals of management accounting, including cost accounting, how to develop and use information for costing products and services, decision making, operational budgeting, performance evaluation, and other important subjects and provides an update on recent developments in the field.

Outcomes:

- Identify the major differences and similarities between financial and managerial accounting and distinguish between product costs, period costs, process costing, job-order costing and identify companies that would use each costing method.
- Compute under- or over-applied overhead cost and prepare the journal entry to close the balance in Manufacturing Overhead to the appropriate accounts and understand how to record the flow of materials, labor, and overhead through a process costing system.
- Understand how fixed and variable costs behave and how to use them to predict costs, analyze a mixed cost using the high-low method and prepare an income statement using the contribution format.
- Explain how variable costing differs from absorption costing and compute unit product costs under each method, and identify relevant and irrelevant costs and benefits in a decision situation.
- Understand why organizations budget and the processes they use to create budgets, and recognize situations that present potential ethical and legal issues and develop solutions for those issues.



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Cost Accounting—ACCT 420—An advanced study of the concepts and techniques used by management accountants to assist decision-makers within the organization. Areas covered include process accounting, job-order accounting, measuring quality costs, activity-based costing, and evaluating performance.

Outcomes:

- Discuss how changes in population affect the makeup of the workforce.
- Discuss the effects of laws linked to discrimination by employers.
- Describe the historical issues of difference races in the workforce.
- Discuss the similarities and differences between employment experiences of men and women.
- Discuss the unique issues of multiracial group members.
- Describe the role of gender in occupational choices and opportunities.
- Define practices required of employers in regard to religious practices of employees.
- Define ageism and discuss legislation related to work and family.