



Accounting C.A.

Career Community: Business

Curriculum Code: 0714

Effective: Fall 2022 – Summer 2027

Purpose of Major

Certificate holders qualify for clerical-level accounting positions that frequently include the need for general office skills in addition to accounting. Job titles include billing clerk, bookkeeper, payroll clerk, accounts payable clerk, and accounts receivable clerk. In smaller companies, a certificate holder may do all accounting tasks other than those handled by the company's CPA firm or other outside accountants. Accounting majors may complete this certificate as part of the Accounting Associate of Business degree.

Milestone

Completion of ACCG 210 and ACCG 211 with a 2.0 or higher is a key component for success in completing this program. Knowledge obtained in these courses is the foundation for learning in other required courses. Students are encouraged to contact their faculty if they need additional assistance with learning the concepts presented in these courses.

Contact Information

Contact the Business and Economics Department, Gannon Building, Room 1222, telephone number 517-483-1546 or the Academic Advising Department, Gannon Building – Star Zone, telephone number 517-483-1904.

Program of Study Required Courses

| Course Code | Course Title | Credit / Billing Hours |
|-------------|-------------------------------|------------------------|
| ACCG 160 | Payroll Systems and Taxes | 2 / 2 |
| ACCG 161 | Accounting with Quickbooks | 2 / 2 |
| ACCG 210 | Principles of Financial Accg | 4 / 4 |
| ACCG 211 | Principles of Managerial Accg | 4 / 4 |
| ACCG 240 | Federal Income Tax I | 4 / 4 |
| ACCG 260 | Accounting Systems | 4 / 4 |
| CITA 126 | Microsoft Excel | 3 / 3 |

Program of Study Required Courses, Limited Choice - Communication – *Select one*

| Course Code | Course Title | Credit / Billing Hours |
|-------------|--------------------------------|------------------------|
| COMM 110 | Communication in the Workplace | 3 / 3 |
| COMM 130 | Fundamentals Public Speaking | 3 / 3 |

Note:

Students considering completion of the Accounting Associate of Business degree with future transfer options should select the course as indicated below:

- Davenport University or Oakland University choose COMM 110
- Eastern Michigan University or Ferris State University choose COMM 130
- Northwood University or Sienna Heights University choose either course

Program of Study Required Courses, Limited Choice - Composition – Select one

| Course Code | Course Title | Credit / Billing Hours |
|-------------|----------------------|------------------------|
| ENGL 121 | Composition I | 4 / 4 |
| ENGL 127 | Business Writing | 3 / 3 |
| ENGL 131 | Honors Composition I | 4 / 4 |

Note:

Students considering completion of the Accounting Associate of Business degree should choose ENGL 121 or ENGL 131.

Program of Study Required Courses, Limited Choice – Select one

| Course Code | Course Title | Credit / Billing Hours |
|-------------|----------------------------|------------------------|
| ACCG 220 | Intermediate Accounting I | 4 / 4 |
| CITA 226 | Microsoft Excel-Advanced | 3 / 3 |
| MGMT 234 | Diversity in the Workplace | 3 / 3 |

Note:

Students considering completion of the Accounting Associate of Business degree should choose ACCG 220.

Minimum Total Credit Hours

32 credits / 32 billing hours

Recommended Course Sequence

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|------------------------------|
| Semester I |
| ACCG 210 – Milestone course |
| CITA 126 |
| Limited Choice - Composition |

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|--------------------------------|
| Semester II |
| ACCG 160 |
| ACCG 161 |
| ACCG 211 – Milestone course |
| Limited Choice - Communication |

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|---------------------|
| Semester III (Fall) |
| ACCG 240 |
| ACCG 260 |
| Limited Choice |

LCC makes every effort to limit revisions to the pathways during their effective timeframe. However, the College reserves the right to update certificate and degree title changes, and make course changes as needed, without prior notice.