



Accounting C.A.

Curriculum Code: 0714

Effective: Fall 2021 – Summer 2026

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 Associate in Business, major in Accounting degree.

Contact Information

Contact the Business and Economics Department, Gannon Building, Room 1222, telephone number 517-483-1522 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 Associate in Business, major in Accounting degree with future transfer options 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 Associate in Business, Major in Accounting degree 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 Associate in Business, Major in Accounting degree choose ACCG 220.

Total Credit Hours

32-34 credits / 32-34 billing hours

Recommended Course Sequence

Semester I	Semester II
ACCG 210 CITA 126 Limited Choice - Composition	ACCG 160 ACCG 161 ACCG 211 Limited Choice - Communication

Semester III (Fall)
ACCG 240 ACCG 260 Limited Choice