Accounting C.A.

Career Community: Business
Curriculum Code: 0714
Effective: Fall 2024 – Summer 2029

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.

Additional Information

A student must earn a minimum grade of 2.0 in all courses.

Contact Information

For further information, including career options, course substitutions and waivers, etc., contact the School of Business, 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 215	Financial Data Analytics	4 / 4
ACCG 240	Federal Income Tax I	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
STAT 170	Introduction to Statistics	4 / 4

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

Additional Credits

After completing the course and credit requirements as noted on this pathway, students who fall short of the 30-credit minimum required for a Certificate of Achievement may select any course(s) needed to reach 30 credits, except those courses noted in number 7 in the Institutional Requirements for Certificates of Achievement. Students are encouraged to use Degree Works and meet with an Advisor to ensure all requirements are met and for course recommendations.

Minimum Total Credit Hours

32 credits / 32 billing hours

Recommended Course Sequence

Semester I (Fall)
ACCG 210 – Milestone course
CITA 126
Limited Choice - Composition

Semester II (Spring)
ACCG 160
ACCG 161
ACCG 211 – Milestone course
ACCG 215

Semester III (Summer)
ACCG 240
Limited Choice - Communication
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.