**CCC, Accounting Technology Management**

**Purpose**

This certificate program is part of the Accounting Technology AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS or AAS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Accounting Technology Management program offers a sequence of courses that presents coherent and rigorous content needed to prepare for further education and for careers such as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collections coordinators, payroll coordinators, accountants, auditors, and other accounting paraprofessionals in advanced professional accounting occupations.

The content includes but is not limited to the principles, procedures, and theories of organizing, analyzing and recording business and financial transactions and the preparation of accompanying financial records and reports for internal and external users.

**Program Structure**

This program is a planned sequence of instruction consisting of 27 credit hours of Accounting Technology Core Requirements. Students completing this College Credit Certificate can transfer the credits directly to the AS Accounting Technology Degree.

**Course Prerequisites**

***Many courses require prerequisites.*** Check the description of each course [Michelle, this is probably a change in language that will be needed on every description as there are no longer live links – at least those in SoBT]in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**Certificate Completion/Graduation**

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation ***by the*** ***published deadline*** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

**Accounting Technology Management Certificate Requirements: 27 Credit Hours**

ACG 2021 - Financial Accounting - 3 credits

ACG 2071 - Managerial Accounting - 3 credits

ACG 2450 - Accounting Software Applications – 3 credits

ACG 2500 - Governmental and Not-For-Profit Accounting - 3 credits

CGS 1000 - Computer Literacy (or CLEP CGS 1077 for transfer credit) - 3 credits

CGS 2511 - Advanced Spreadsheet Computing - 3 credits

TAX 2000 - Federal Tax Accounting I - 3 credits

TAX 2010 - Federal Tax Accounting II - 3 credits

TAX 2401 – Trusts, Estates, & Gifts – 3 credits

**Total Certificate Requirements: 27 Credit Hours**

**Information is available online at:** [**http://www.edison.edu/academics/**](http://www.edison.edu/academics/) **or on the School of Business and Technology Home Page at:** [**http://www.edison.edu/sobt**](http://www.edison.edu/sobt)