

Accounting Certificate

■ What Is Accounting?

Bookkeeping is accounting. So is balancing your checkbook. But accounting is a good deal more than that. Accounting is tracking (accounting for) all of your assets, not just the cash. Accounting tells companies how much they need to charge for their products so they will make a profit. Accounting warns a company that its profits are slipping. Accounting makes sure the right people get billed the correct amount at the proper time and are credited for their payments accurately. Or, more importantly to most of us, accounting makes sure everybody gets paid for the correct amount on payday, every payday! Accounting makes sure public records are accurately kept. It helps individuals and companies pay their taxes properly. It shows companies what they are doing with their money so they can find better ways to use it. It also shows investigators that crimes are being committed and by whom.

With the development of computers and software, the ability to collect and manipulate financial data has made accounting easier and more useful than ever.

Accounting technology is the study of basic accounting principles, methods and technologies as they apply to specific, on-the-job, records-keeping practices.

■ Success Factors

You should have an aptitude for mathematics and be able to analyze, compare, and interpret facts and figures quickly. You should be able to communicate clearly both verbally and in writing. You must be good at working with people, as well as with business systems and computers. You must be able to sit for extended periods while reviewing detailed data. High standards of integrity are essential.

■ Career Possibilities

With an accounting certificate, you may pursue the following employment opportunities:

- office manager
- accounts receivable/payable supervisor
- payroll supervisor
- tax preparer
- bookkeeper
- assistant accountant

■ Program Requirements

The accounting certificate offers 3 levels of career-specific accounting coursework. It gives you the technical core of the accounting associate degree. How long it will take you to complete depends on which level you select. Level I is only 3 courses, but requires 2 quarters to complete because Financial Accounting I is a prerequisite for both remaining courses. You may complete level III in 1 year, attending full-time fall, winter and spring quarters.

CORE COURSES	Cr. Hrs.
<i>Level I</i>	
Financial Accounting I, II	6
Computerized Accounting I	3
TOTAL.....	9



Level II

Payroll Accounting.....	3
Spreadsheets I, II.....	6
Financial Accounting I, II	6
Computerized Accounting I	3
Introduction to Information Processing	3
Presentation Skills	
<i>or</i> Business Communications	3
TOTAL.....	24

Level III

Payroll Accounting.....	3
Spreadsheets I, II.....	6
Financial Accounting I, II	6
Computerized Accounting I	3
Business Law I: Legal Process	
<i>or</i> The Legal Environment of Business	3
Introduction to Information Processing	3
Effective Public Speaking	3
Presentation Skills	
<i>or</i> Business Communications	3
Free electives	12
TOTAL.....	42

If you pursue a level III certificate, we strongly recommend that you select your electives from the accounting associate degree program requirements. Then, if you later choose to complete your associate degree, you will be that much closer to meeting your degree requirements.

■ Advantages & Special Opportunities

The Clermont campus is on 92 wooded acres located in Batavia, Ohio, in the heart of Clermont County. We are relatively small and our faculty to student ratio is low. You will find our small class size and personal interaction with your instructors create the ideal learning environment. Parking is convenient and at no additional charge. Plus, our tuition is the lowest of the UC colleges.

Credits earned can be applied toward an associate degree in accounting if you later decide to complete your degree.

■ Admissions

UC Clermont College is an open admissions campus. If you have your high school diploma, GED, or its equivalent, we will admit you. We accept applications all year long and you may start any quarter. We recommend that you apply at least 4 weeks prior to your desired attendance.

■ For More Information, Contact:

Enrollment & Student Services
4200 Clermont College Drive
Batavia OH 45103

513.732.5300
1.866.446.2822
www.ucclermont.edu
Clermont.Information@uc.edu

