

# Cert: General Accounting

## 2014 - 2015

The purpose of this certificate is for students to learn accounting (manual & computer) skills to prepare for an entry-level accounting position in a small to medium-size business. Some of the courses are offered online. Courses can be applied to the A.A.S. or A.S. in Accounting. The courses from this program are delivered in the classroom and/or online. This certificate qualifies for the Workforce Investment Act.

### Program Courses

Course No.	Course Title	Credits	Goal Area	Comments/Substitution
ACCT2100	The Accounting Cycle	1		
ACCT2111	Financial Accounting	4		
ACCT2112	Managerial Accounting	4		
ACCT2230	Computerized Accounting with QuickBooks	3		
BUS1110	Human Relations & Professional Skills	3		
BUS1200	Principles of Management	3		
BUS1210	Managerial Communication	3		
BUS1300	Legal Environment of Business	3		
CIS1220	Decision Making Excel	3		

### Program Electives

Course No.	Course Title	Credits	Goal Area	Comments/Substitution
<b>ACCT2250 or ACCT2260 - 1 course:</b>				
ACCT2250	Small Business Payroll <i>or</i>	2		
ACCT2260	Small Business Income Taxes	2		

### NHCC Residency and GPA

Course No.	Course Title	Credits	Goal Area	Comments/Substitution
<b>9 Credits must be earned at NHCC:</b>				
<b>2.00 overall GPA for NHCC courses</b>				

**Total Credit Required 29**

### Degree Requirements

2.00 overall GPA for NHCC courses

#### Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

- The theory and practice of the accounting process

Intellectual and Practical Skills:

- How to analyze financial information and make business decisions using critical thinking and problem solving skills
- How to communicate effectively, in oral and written forms

Personal and Social Responsibility and Engagement:

- How to evaluate professional responsibilities, including ethical issues

Integrative and Applied Learning:

- Use of technology including Microsoft Word, Excel and PowerPoint

Upon completion of the program the student will be prepared for entry level work in the accounting field. Courses in this degree may transfer to four year colleges. Consult with an advisor for further information.

#### Degree Information

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.00 (C). A certificate shall include 9 to 30 semester credits. At least one-third of the total credits required for each certificate must be completed at North Hennepin Community College.

#### Developmental Courses

Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

#### Equal Opportunity Employer and Disability Access Information

North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529.

### **Gainful Employment Program Information**

[General Accounting](#)

### **Career Opportunities**

Information on careers, including salary and employment outlook data, is available on the iseek and Bureau of Labor Statistics websites: [www.iseek.org](http://www.iseek.org) and [www.bls.gov](http://www.bls.gov).

### **Accreditation**

North Hennepin Community College is accredited by the:  
Higher Learning Commission of the North Central Association of Colleges and Schools  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
1-800-621-7440

### **Transfer Information**

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)