

Program Information Report

Business & Entrepreneurship

**Accounting for Business (CTACCB)
Certificate**

Program Effective Term: Fall 2024

High Demand Occupation High Skill Occupation

[Program is also available online](#)

This program prepares students for entry-level positions with accounting and tax services, CPA firms, and small businesses where they will provide accounting skills, computer skills, and office support. It also gives students credit that can be applied toward the Associate's Degree in Accounting.

Program Admission Requirements:

An Academic Math Level of 3 is required for ACC 111.

Major/Area Requirements		(17 credits)
ACC 110	Payroll Accounting	2
ACC 111	Principles of Financial Accounting	3
ACC 131	QuickBooks Software	3
BOS 184	Spreadsheet Software Applications I	3
CIS 110	Introduction to Computer Information Systems	3
TAX 101	Income Taxes for Individuals	3

Minimum Credits Required for the Program: **17**

WASHTENAW COMMUNITY COLLEGE

PROGRAM CHANGE FORM

Program Code: CTACCB	Current Program Name: Accounting for Business	Effective Term: Fall 2024
Division Code: BCT	Department: BUS	

Directions:

1. Attach the current program listing from the WCC catalog or website and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using CurricUNET, but should be submitted at the same time as the program change form.
4. If changes affect the program assessment plan or if program outcomes are updated, please submit a Program Assessment Plan Change form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the Curriculum and Assessment Program Information page.

Requested Changes:

Remove course(s): **ACC 100** __and__ **MTH elective** _____

- Add course(s): _____
- Program title (new title is _____)
- Description
- Advisors
- Program admission requirements
- Continuing eligibility requirements

- Program outcomes (may also result from removing or adding a course)*
- Program assessment plan*
- Accreditation information
- Other _____

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

00

Show all changes on the catalog page you attach.

* Please submit a Program Assessment Plan Change form.

Rationale for proposed changes:

Acc 100 has been inactivated due to low enrollment and the course does not transfer. All students will be required to take ACC 111 instead of the ACC 100 option. The Math elective has been removed to reduce the number of credits for a certificate.

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

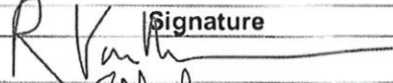


Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Mark Johnston	<i>Mark Johnston</i>	10/17/23
Department Chair	Joyce Jenkins	<i>Joyce Jenkins</i>	10/18/23
Division Dean/Administrator	Eva Samulski	<i>Eva Samulski</i>	10/18/23

Please return completed form to the Office of Curriculum & Assessment, SC 257 or by e-mail to curriculum.assessment@wccnet.edu

Once reviewed by the appropriate faculty committees we will secure the signature of the VPI.

PROGRAM CHANGE FORM

Reviewer	Print Name	Signature	Date
Curriculum Committee Chair	Randy Van Wagnen		1-7-24
Assessment Committee Chair	Jessica Hale		1/16/24
Interim Vice President for Instruction	Dr. Brandon Tucker		2/8/24
Do not write in shaded area. Entered in: Banner _____ C&A Database _____ Log File _____			

Reviewed by C&A Committees 11/16/23

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTACCB Program Name: Accounting for Business
 Division Code: BCT Department: BMG

Effective Term: Fall 2013

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|---|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Remove course(s): _____ | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): ACC 110 Payroll Accounting | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input checked="" type="checkbox"/> Other ACC 111 Or ACC 100 _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

To prepare students for entry level positions with accounting and tax services and small businesses doing their own payroll.
 This will also enable High School Students who Articulate ACC 100 to earn a Accounting for Business Certificate.

Financial/staffing/equipment/space implications:

N/A

List departments that have been consulted regarding their use of this program.

Business Department

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Mark Johnston	<i>Mark Johnston</i>	1/22/13
Department Chair	COLETTE Young	<i>Colette M Young</i>	1/29/13
Division Dean/Administrator	ROSEMARY Wilson	<i>Rosemary Wilson</i>	4/29/13
Vice President for Instruction	<i>[Signature]</i>	<i>[Signature]</i>	2-18-13
President			

Do not write in shaded area. Entered in: Banner _____ C&A Database 3/5/13 Log File 3/5/13 Board Approval _____

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

Madone
 logged 2/1/13 zfv

SWAPLOG

Program Information Report

School of Business and Entrepreneurial Studies

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate (if one exists) and General Education requirements.

Accounting

Accounting and tax services, CPA firms and small businesses need employees with accounting skills. These programs can provide the skills needed for entry-level positions

Program Information Report

**Accounting for Business (CTACCB)
Certificate**

Program Effective Term: Fall 2013

This program prepares students for entry-level positions with accounting and tax services, CPA firms, and small businesses where they will provide accounting skills, computer skills, and office support. It also gives students credit that can be applied toward the Associate's Degree in Accounting.

ACC 100 or	Fundamentals of Accounting I		
ACC 111	Principles of Accounting I*		3
ACC 110	Payroll Accounting		2
ACC 131	Accounting Information Systems		3
BOS 184	Spreadsheet Software Applications I		3
CIS 110	Introduction to Computer Information Systems		3
Elective	MTH 125, MTH 160, MTH 176 or MTH 181		4
TAX 101	Income Taxes for Individuals		3
Minimum Credits Required for the Program:			21

Notes:

*Students earning an AAS degree in Accounting are required to complete ACC 111.

ACADEMICS

Accounting for Business (CTACCB)

Certificate

2012 - 2013

Description

This program prepares students for entry-level positions with accounting and tax services, CPA firms, and small businesses where they will provide accounting skills, computer skills, and office support. It also gives students credit that can be applied toward the Associate's Degree in Accounting.

Contact Information

Division: Business/Computer Technologies
 Department: Business Department
 Advisors: [Mark Johnston](#)

Requirements

Major/Area Requirements

Class	Title	Credits
ACC 111	Principles of Accounting I <i>or ACC 100 Fund. of Accounting I</i>	3
ACC 131	Accounting Information Systems	3
BOS 184	Spreadsheet Software Applications I	3
CIS 110	Introduction to Computer Information Systems	3
	MTH 125, MTH 160, MTH 176 or MTH 131	4
TAX 101	Income Taxes for Individuals	3
Total	ACC 110 pay for ACCOUNTING	21
	Total Credits Required:	21

Gainful Employment Disclosures

* Students who earn a ~~AAS~~ **AAS** in Accounting degree are required to ~~be~~ complete ACC 111, not ACC 100

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: ~~CTACE~~ ~~CTA~~ ~~SCB~~ Program Name: Accounting for Business

Effective Term: Fall 2012

Division Code: BCT Department: BMG

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|--|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Remove course(s): _____ | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>MTH 125 or MTH 160 or MTH 176 or MTH 181</u> | <input type="checkbox"/> Program outcomes |
| <input checked="" type="checkbox"/> Program title (title was <u>Accounting</u>) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

To meet the 16 hour financial aid requirements for certificates per Dr. Bellanca.

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Mark Johnston	<i>Mark Johnston</i>	1/12/12
Department Chair	<i>Collette Young</i>	<i>Collette Young</i>	1/17/12
Division Dean/Administrator	<i>Rosemary Wilson</i>	<i>Rosemary Wilson</i>	1/20/12
Vice President for Instruction	<i>Stuart Blacklaw</i>	<i>Stuart Blacklaw</i>	2-3-12
President			

Do not write in shaded area. Entered in: Banner *2/20/12* C&A Database *2/20/12* Log File *2/20/12* Board Approval *4/23/12*

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

Program Information Report

School of Business and Entrepreneurial Studies

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate and General Education requirements.

Accounting

Accounting and tax services, CPA firms and small businesses need employees with accounting skills. These programs can provide the skills needed for entry-level positions

**Accounting for Business (CTACCB)
Certificate**

Program Effective Term: Fall 2012

This program prepares students for entry-level positions with accounting and tax services, CPA firms, and small businesses where they will provide accounting skills, computer skills, and office support. It also gives students credit that can be applied toward the Associate's Degree in Accounting.

ACC 111	Principles of Accounting I	3
ACC 131	Accounting Information Systems	3
BOS 184	Spreadsheet Software Applications I	3
CIS 110	Introduction to Computer Information Systems	3
Elective	MTH 125, MTH 160, MTH 176 or MTH 181	4
TAX 101	Income Taxes for Individuals	3

Minimum Credits Required for the Program: 19

Search WCC
Powered by Google

Quick Links

Programs to achieve your educational goals

Certificates & Degrees

WCC Home: Academic Information: Credit Offerings: Certificates & Degrees

Print-friendly format E-mail this page



- Certificates and Degrees:
- Accreditations
- Degree List
- Degrees by School
- Degree Types
- Certificates & Degrees Home
- Credit Offerings:
- Certificates and Degrees
- Class Schedule
- College Catalog
- Course Information
- Distance Learning
- Steps to Take Credit Classes
- Credit Offerings Home

Accounting (CTACC)

Certificate

Program requirements shown below are for catalog year: 2011 - 2012

Description:

This program prepares students for entry-level positions with accounting and tax services, CPA firms, and small businesses where they will provide accounting skills, computer skills, and office support. It also gives students credit that can be applied toward the Associate's Degree in Accounting.

Contact Information:

Division: Business and Computer Technologies
 School: School of Business and Entrepreneurial Studies
 Department: Business Department
 Advisors: Mark Johnston

Admission Requirements:

~~In order to enroll in ACC 111, students must complete MTH 125, MTH 169 or MTH 181 with a minimum grade of "C."~~

Major/Area Requirements

(15 Credits)

ACC 111	Principles of Accounting I	3
ACC 131	Accounting Information Systems	3
BOS 184	Spreadsheet Software Applications I	3
CIS 110	Introduction to Computer Information Systems	3
TAX 101	Income Taxes for Individuals	3

Minimum Credits Required for the Program:

19
15 Credits

MTH 125 or MTH 160 or MTH 176 or MTH 181

Estimated Cost

Tuition & Fees	\$1,359.00
Books & Supplies	\$852.00
Total Cost	\$2,295.00

Length of Program

Intended time to complete 1 semesters

Careers Related to this Program

- Tax Preparers
- Bookkeeping, Accounting, and Auditing Clerks
- Payroll and Timekeeping Clerks
- Brokerage Clerks
- Statistical Assistants
- Bioinformatics Technicians

This website is for informational purposes only and is not to be construed as a binding offer or contract between WCC and the student. The information presented here is believed accurate, but is NOT guaranteed and is subject to change without notice.

For official information, see an Advisor.

Accounting (CTACC) Certificate

Program Effective Term: Fall 2004

This program prepares you for entry-level positions with accounting and tax services, CPA firms, and small businesses where you will provide accounting skills, computer skills, and office support. It also gives you credit that can be applied toward the Associate's Degree in Accounting.

Program Admission Requirements:

One year of high school algebra or MTH 097 or MTH 163 or minimum COMPASS Algebra score of 46

Major/Area Requirements		(15 credits)
ACC 111	Principles of Accounting I	3
ACC 131	Computer Applications in Accounting	3
BOS 183	Spreadsheet Software Applications	3
CIS 110	Introduction to Computer Information Systems	3
TAX 101	Income Taxes for Individuals	3

Minimum Credits Required for the Program: 15

Washtenaw Community College Program Change Request Form

Program Code: CAC

Program Title: Computerized Accounting

Effective Bulletin Year: 98-99

1. Course Related Program Changes:

Course	Course Title	Restricted Elective Group (if applicable)	Credit	Sem	Change(s)
CIS 151	Introduction to Lotus 1-2-3	CIS	2	2	Remove <u>X</u> Add ___ Change Title ___ ___ Change Credit (was: ___) ___ Shift in Sequence (was: ___)
					Remove ___ Add ___ Change Title ___ ___ Change Credit (was: ___) ___ Shift in Sequence (was: ___)
					Remove ___ Add ___ Change Title ___ ___ Change Credit (was: ___) ___ Shift in Sequence (was: ___)
					Remove ___ Add ___ Change Title ___ ___ Change Credit (was: ___) ___ Shift in Sequence (was: ___)
					Remove ___ Add ___ Change Title ___ ___ Change Credit (was: ___) ___ Shift in Sequence (was: ___)
					Remove ___ Add ___ Change Title ___ ___ Change Credit (was: ___) ___ Shift in Sequence (was: ___)
					Remove ___ Add ___ Change Title ___ ___ Change Credit (was: ___) ___ Shift in Sequence (was: ___)
					Remove ___ Add ___ Change Title ___ ___ Change Credit (was: ___) ___ Shift in Sequence (was: ___)
					Remove ___ Add ___ Change Title ___ ___ Change Credit (was: ___) ___ Shift in Sequence (was: ___)

2. Total Credit Hours for Program:

Before Proposed Changes: 31

After Proposed Changes: 31

3. Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)

4. Rationale for Proposed Changes:

Course has been terminated by CIS dept

5. Financial/Staffing/Equipment/Space Implications:

6. Has the department consulted with all affected instructional departments? Yes ___ No ___ NA ___

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	MARK JOHNSTON	<i>Mark Johnston</i>	5/11/98
Department Chair:	MARK JOHNSTON	<i>Mark Johnston</i>	5/11/98
Division Dean:	Bella G. Gardner	<i>Bella G. Gardner</i>	5/12/98
VP, Instruction/Student Services:		<i>[Signature]</i>	5/15/98

If significant changes are proposed, please attach a copy of the most recent program listing from the College Bulletin with changes marked on it. If courses are being changed as part of this proposal, course changes must be approved using the Course/Syllabus Approval Form.

Data File 5-21-98 Curriculum File 5-21-98 Catalog 5/28/98

Computerized Accounting

College Certificate Program: Code CAC

Advisors: Cliff Bellers, Mark Johnston

This one-year certificate program prepares students for entry level accounting positions in various businesses such as accounting and tax services, CPA firms and small businesses where part of the workload requires basic accounting skills in addition to office support. Graduates are able to operate basic software programs, to reconcile bank statements, prepare accounts receivable and accounts payable, perform data entry, prepare a simple 1040, utilize spreadsheet and graphics applications and demonstrate a basic level of skill in word processing. The program is designed for rapid entry into the workforce while maximizing the opportunity for transfer of credit into the Associate Degree Accounting Program.

Applicants must complete a high school course in keyboarding or equivalent WCC course (BOS 101, 101A, or 102) with a grade of "C" or better. Students must also score 34 or above on the Math portion of the ASSET Placement Test or pass MTH 039.

Course Number	Course Title	Credit Hours
First Semester		
ACC 091	Fundamentals of Accounting I or	
ACC 111*	Principles of Accounting I	3
BOS 157	Microsoft Word for Windows I or	
BOS 158	Wordperfect for Windows I	2
BOS 257	Microsoft Word for Windows II or	
BOS 258	Wordperfect for Windows II	2
ENG 111*	Composition I	4
MTH 163*	Business Mathematics or	
MTH 181	Mathematical Analysis or	
	Higher Mathematics Elective *	3-4
		14-15
Second Semester		
ACC 131*	Computerized Accounting	3
BMG 200*	Human Relations in Business and Industry	3
BMG 207*	Business Communication	3
CIS 152	Introduction to Excel.....	2
TAX 101	Federal Income Tax for Individuals and	
	Small Business.....	3
		14
Third Semester		
ACC 174	Accounting Co-op	3

Total credit hours for program: 31

** These courses are required for a two-year Associates Degree in Accounting.*

PROGRAM APPROVAL DOCUMENT

PREPARED BY THE ACCOUNTING DEPARTMENT IN CONJUNCTION WITH THE ACCOUNTING ADVISORY COMMITTEE

ACCOUNTING ADVISORY COMMITTEE MEMBERS:

Mr. Clifford Bellers, Department Chair	Washtenaw Community College
Ms. Ann Black, Partner	Arthur Anderson & Company
Ms. Crystal Davidson, Accounting Assistant	Applied Intelligent Systems, Inc.
Ms. Kathy Herbert, CMA, Accounting Supervisor	Applied Intelligent Systems, Inc.
Mr. Mark Johnston, CPA, Accounting Instructor	Washtenaw Community College
Mr. Tony Rizzardì	Internal Revenue Service
Mr. Steve Schneider, CPA, Partner	St. John Raham Weidmayer
Ms. Judy Walker, Controller	Ann Arbor Chamber of Commerce
Mr. Alan Young, CPA, Partner	Alan Young & Associates

COMPUTERIZED ACCOUNTING CERTIFICATE SUMMARY

In our continuing efforts to meet the educational needs of Washtenaw County employers we are proposing a one-year Computerized Accounting Certificate Program. This offering would target students who are seeking employment with the least possible delay. Our research is supportive of the need for such a program and the many entry level employment opportunities available to graduates.

A. PROGRAM DESCRIPTION:

Computerized Accounting Certificate Graduates will be to able operate basic software programs to reconcile bank statements, prepare Accounts Receivable and Accounts Payable, perform data entry, prepare a simple 1040, utilize spreadsheet and graphics applications and demonstrate a basic skill level in word processing.

This one-year certificate program prepares students for entry level positions in accounting in some of the following fields:

1. Various industries hiring at the entry level in accounting.
2. Accounting and Tax services.
3. CPA firms.
4. Small businesses where a part of the work load will require basic accounting skills in addition to office support.

Based on our analysis of research conducted by the National Occupational Coordinating Committee the following colleges have one-year accounting certificates that are similar to the one we are proposing:

1. Monroe County Community College
2. Mid Michigan Community College
3. Schoolcraft College
4. North Central Michigan College
5. Lansing Community College
6. Bay De Noc Community College
7. St. Clair County Community College
8. Glen Oaks Community College
9. Detroit Business Institute
10. Dorsey School of Business
11. Ross Business Institute
12. Detroit Business Institute
13. Metro Technical Institute
14. Canebidge Computer Institute
15. Service Business and Technical Institute
16. Lansing Computer Institute
17. Davenport College
18. Baker College
19. Payne-Pulliam School of Trade & Commerce
20. Pontiac Business Institute
21. Education Institute of the American Hotel & Motel
22. Ann Arbor school of Business
23. American Technologies Institute

An example of one of the Community Colleges that offers a one-year certificate in accounting and the occupations that are either Directly or Closely related to the training is attached in APPENDIX B. This information was gathered from the National Occupational Coordinating Committee.

B. PROGRAM OBJECTIVES:

1. To generate a graduate who is capable of immediate employment in an entry level accounting position.
2. To develop or enhance skills in an individual who is already employed.
3. To provide a Computerized Accounting Certificate Graduate with the requisite skills to function in other office settings where part of the workload will be accounting in addition to office support.
4. To supply the business community with a graduate who can function in an ever increasingly computerized accounting environment. Both national and local trends indicate a continued movement toward computerization within the accounting field. In our telephone survey, conducted by the WCC Office of Institutional Research (See APPENDIX A) and information gathered from the Accounting Advisory Committee we determined that 95% of the the businesses surveyed in the Washtenaw County area operate computer systems.

C. NEEDS ASSESSMENT:

The need for this program was established through the administration of a telephone survey (APPENDIX A) developed in conjunction with the WCC Office of Institutional Research and information gathered from the Accounting Advisory committee.

The Telephone survey was conducted of 100 employers in Washtenaw County, of whom 99 responded. Respondents indicated that not only did they expect to increase or maintain accounting staff but that they would be willing to hire people to fill those positions who hold certificates in accounting from WCC. Entry level annual salaries for such jobs range between \$16,000 and \$25,000.

Respondents felt that among the skills necessary to be successful in accounting jobs include:

1. Interpersonal
2. Computer
3. Spreadsheet
4. Problem solving
5. organizational

Working with customers and solving problems either in the office or on the phone is perceived as vital to success.

Among the specific skills deemed necessary for a Computerized Accounting Certificate holder are understanding basic accounting; general journal entries, preparing accounts payable and accounts receivable, preparing bank reconciliation's; revenue and expense classification; year-end work; filing; and using computerized accounting systems. (APPENDIX A)

D. ENROLLMENT PROJECTIONS:

Enrollment is projected at 20 full-time students per year.

Due to new, continuing, and shifting markets the Computerized Accounting Certificate could attract the following students into the program.

1. Displaced workers who are seeking a new career path.
2. High School Graduates. Articulation of some of the courses from local high schools would be an incentive. (i.e. 8 of the 30 credit hours required to receive a certificate can be articulated).
3. Adults who have a short-term goal of being gainfully employed.
4. Students can be recruited from the Michigan Work System. Formerly known as the No Wrong Door program. This program provides Federal and State Funding to participants who qualify. Examples of participants who qualify would include Laid off workers who need retraining and those on Welfare who need to find employment as soon as possible.
5. Students who desire to continue towards their goal of earning a two-year Associates degree in Accounting after completing the one-year certificate. 60 % of the courses required in the one-year Computerized Accounting Certificate program can be applied towards the Associates Degree in Accounting. (Two-year program). The remaining 40% are courses unique to the one-year certificate in order for the student to be employable immediately.

BUSINESS AND INDUSTRY CONNECTIONS

This program has been developed through input from the Accounting Advisory Committee and a survey of 99 employers in the Washtenaw County Area through the telephone survey. Participants on our Accounting Advisory Committee who are in business and industry have indicated that they would send out letters notifying several businesses in the area of this new program.

E. PROGRAM COST ANALYSIS:

Cost projection:

- a. No new full-time faculty positions are needed to support this program. An estimated one additional part-time instructor for the program as a whole.
- b. Capital equipment- No new equipment is required.
- c. Facilities- No new space is required for this program.
- d. Marketing- \$500 - \$1,000 is estimated as the initial marketing cost for the program. This is considered as a normal program cost.

F. PROGRAM REQUIREMENTS:

The following are list of program requirements for entry into the program:

1. Students are required to demonstrate basic keyboarding skills.
2. Basic Math skills. Students are required to take Math 039 or meet the institutional placement test equivalent.
3. Organizational skills.
4. Detail oriented.
5. Problem solving skills.
6. Critical thinking skills.
7. Ability to work with others.
8. Analytical skills.
9. Communication skills.
10. Self-disciplined.

G. COURSE DESCRIPTION:

Computerized Accounting

my
1996

College Certificate Program: Code CACC

Advisors: Cliff Bellers, Myron Thomas, Mark Johnston

This one-year certificate program prepares students for entry level positions in accounting. Computerized Accounting Certificate Graduates will be able to operate basic software programs to reconcile bank statements, prepare Accounts Receivable and Accounts Payable, perform data entry, prepare a simple 1040, utilize spreadsheet and graphics applications and demonstrate a basic level in word processing.

Course Number	Course Title	Credit Hours
Fist Semester		
ACC 111	Principles of Accounting * <i>or</i>	
ACC 091	Fundamentals of Accounting ^A	3
BOS 157	Microsoft Word for Windows I ^A <i>or</i>	
BOS 158	WordPerfect for Windows I	2
BOS 257	Microsoft Word for Windows II <i>or</i>	
BOS 258	WordPerfect for Windows II	2
ENG 111	Composition I *	3
MTH 163	Business Mathematics * <i>or</i>	
MTH 181	Mathematical Analysis I <i>or</i> higher Mathematics elective *	<u>3-4</u>
		13-14
Second Semester		
ACC 131	Computerized Accounting ^{A*}	3
BMG 200	Human Relations in Business and Industry *	3
BMG 207	Business Communications *	3
CIS 152	Introduction to Excel <i>or</i>	
CIS 151	Introduction to Lotus 1-2-3	2
TAX 101	Federal Income Tax for Individuals and Small Business	<u>3</u>
		14
Third Semester		
ACC 174	Accounting Co-op	3

Total credit hours for program: 30-31

^A Can receive articulated high school credit.

* Courses required for a two-year Associates Degree in Accounting.

NOTE: All students seeking an Accounting certificate must demonstrate keyboarding proficiency either by successfully completing one of the following courses: BOS 030, BOS 101, BOS 102 or BOS 103; or by passing a keyboarding proficiency test.

NOTE: Students must take MTH 039 or meet the institutional placement test equivalent.

Effective xxxx 19xx
Washtenaw Community College
5/14/96

BUS

H. ANALYSIS OF AFFECTED INSTRUCTIONAL UNITS:

We can perceive a modest increased enrollment in the various course enrollments in the Business Division and that linkages between the various instructional units already exist.

I. ARTICULATION:

We would be accepting within the program structure high school articulated courses in the Accounting and the BOS Departments. The majority of the courses included in the program are articulated with EMU and numerous other regional four-year schools.

J. LICENSER/ACCREDITATION:

Not Applicable

**WASHTENAW COMMUNITY COLLEGE
PROGRAM AUTHORIZATION FORM (PAF)**

(1) Program Title: Computerized Accounting Code: CAC CIP No. 52.0302

Type of Program: Degree Certificate Perkins Funded: yes no Total Cr. Hrs. 31-3 Effective Term Fall 1996

Advisors: Cliff Bellers, Mark Johnston

(2) Program Profile (utilized in WCC Catalog, brochures, etc.):

This one-year certificate program prepares students for entry level positions accounting positions in various businesses such as accounting and tax services, CPA firms, and small businesses where part of the work load will require basic accounting skills in addition to office support. Graduates will be able to operate basic software programs, to reconcile bank statements, prepare accounts receivable and accounts payable, perform data entry, prepare a simple 1040, utilize

(3) Course Requirements: spreadsheet and graphics applications, and demonstrate a basic level

Course Number	Course Title	Credits
	in word processing. The program is designed for rapid entry into the workforce while maximizing the opportunity for transfer of credit into the Associate degree Accounting Program.	
First Semester		
ACC 111	Principles of Accounting or ACC 091 Fundamentals of Accounting	3
BOS 157	Microsoft Word for Windows I or BOS 158 WordPerfect for Windows I	2
BOS 257	Microsoft Word for Windows II or BOS 258 WordPerfect for Windows II	2
ENG 111	Composition I	4
MTH 163	Business Math or MTH 181 Math Analysis I	3-4
Second Semester		
ACC 131	Computerized Accounting	3
BMG 200	Human Relations in Business and Industry	3
BMG 207	Business Communications	3
Total:		31-32

RECEIVED
JUL 31 1996
PRESIDENT'S
OFFICE

see attached sheet

(4) Non-Course Program Requirements (Prerequisites, etc.):

Program prerequisites: A high school course in keyboarding or BOS 030, 101, 102, 103
A high school course in computers or CIS 100
34 or above on ASSET Math Test or MTH 039

(5) Attach a Program Approval Document (PAD), which includes the following:

- | | | |
|---------------------------|---|----------------------------|
| A. Program Description | E. Program Cost Analysis | I. Articulations |
| B. Program Objectives | F. Program Requirements | J. Licensure/Accreditation |
| C. Needs Assessment | G. Course Descriptions | |
| D. Enrollment Projections | H. Analysis of Affected Instructional Units | |

(6) Signatures:

	Signature	Date
Program Initiator		
Department Chair/Area Director	Clifford Bellers	7/12/96
Dean	Bella Parker	7/30/96
VP for Instruction/Student Services	Guy Altieri	7/11/96
President	Gunder Myran	7/31/96
Date of Board Approval		June 25, 1996