



## Accounting Essentials Certificate Program Application

### 1. STUDENT INFORMATION

NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE : \_\_\_\_\_ (other): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NHCC STUDENT ID (if received): \_\_\_\_\_

*Students must be admitted to NHCC to participate in the CareerSmart program.*

### 2. PROGRAM ADMISSION STATEMENT

The goal of the CareerSmart Program is to provide a supportive environment for adult learners to gain **career-building skills** and knowledge in an **accelerated format**. An accelerated course offers the same content as a traditional 16 week class, but condenses it into a shorter time frame. As you apply for this program, please be advised that accelerated classes require more work in a shorter amount of time. Students should be prepared to schedule extra time for homework and studying outside of class.

**Please write a brief statement (1-2 paragraphs) addressing the following question.** Attach this with your application.

How do you plan to be a successful student in an accelerated learning format?

### 3. OPTIONAL

*Please complete the questions below. This will not affect your acceptance into the program.*

Are you currently employed?     YES             NO

If you answered no, are you receiving dislocated worker training assistance?     YES             NO

**Please provide your employment counselor's contact information:**

NAME: \_\_\_\_\_ AGENCY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**Please mail, email or fax completed application to:** Adult Education & Training c/o Jody Lewis  
North Hennepin Community College, 7411 85<sup>th</sup> Avenue North, Brooklyn Park, MN 55445

Fax: 763-424-0889 Email: [adultlearning@nhcc.edu](mailto:adultlearning@nhcc.edu)

*To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY)*

## **ACCOUNTING ESSENTIALS CERTIFICATE (11 credits)**

This certificate is intended to provide basic skills, essential for employment in the growing accounting field.

*The CareerSmart Accounting Essentials Certificate is offered in an accelerated, cohort model. Classes are held Tuesday and Thursday evenings. Students register for all 11-credits in one semester. Due to the **accelerated** format, a **significant amount of work outside of class is required**. All classes are "Blended/Hybrid" and access to the internet is required.*

### **SCHEDULE:**

<b>COURSE TITLE</b>	<b>DATE</b>	<b>TIMES</b>	<b>NOTES</b>
ACCT 2100-93 The Accounting Cycle (1 credit) ID 000445	Thursdays 8/26-12/16	6:30-9:30pm	Meets at the same time as ACCT 2111-93
ACCT 2111-93 Financial Accounting (4 credits) ID 000446	Thursdays 8/26-12/16	6:30-9:30pm	Meets at the same time as ACCT 2100-93
CIS 1220-92 Decision Making Excel (3 credits) ID 000401	Tuesdays 8/24-10/12	6:30-9:30pm	Meets the first half of semester only
ACCT 2230-93 Computerized Accounting (3 credits) ID 000433	Tuesdays 10/19- 12/14	6:30-9:30pm	Meets the last half of semester only

*Additional classes can be added to customize the certificate to meet student's needs.*

### **COURSE DESCRIPTIONS:**

**ACCT 2100 - The Accounting Cycle** - The purpose of this course is to provide the beginning accounting student a basic understanding of the "Debit & Credit" concept along with a basic understanding of assets, liabilities, owner's equity, deferrals, accruals and basic financial statement preparation.

**ACCT 2111 – Financial Accounting** - This course is a study of the accounting principles and concepts used to understand and develop financial statements. Topics include accruals and deferrals, revenues, expenses, assets, equities, and cash flows. The course will analyze current industry financial statements from the point of view of investors and creditors for profitability, liquidity and risk.

**CIS 1220 – Decision Making Excel** - This course uses Excel as a problem solving tool in analyzing and designing solutions for common business and organizational problems. This course is for anyone who has to analyze, share, chart and manage information to make more informed decisions. Problems are taken from management, accounting and finance, manufacturing and production, sales and marketing and human resources. Spreadsheet concepts covered include creating, editing and formatting worksheets, creating charts, filtering lists, creating pivot tables, using macros, importing data, creating data tables, using functions and integrating worksheet data with other programs. After this course, the student would be prepared to take the Microsoft Office Excel 2007 Certified Application Specialist Exam. Knowledge of the keyboard is recommended for this course.

**ACCT 2230 – Computerized Accounting Systems** - This course provides a hands-on approach to learning how current (on the market) computerized accounting systems are used and installed. The following modules are covered: general ledger, financial statements, accounts receivable, accounts payable, purchasing, inventory and payroll. Knowledge of accounting debits and credits and CIS 1101 or computer experience is recommended.

### **ESTIMATED COST for Accounting Essentials Certificate (tuition, fees and books):**

Tuition & Fees: **\$1,850**

Books: **TBD**