

## Core Accounting Skills

2021-2022

This certificate is for students to learn basic accounting, computer, and business communication skills to enter the work-force in an entry-level accounting position. Courses can be applied to the Accounting Transfer Pathway AS degree or the Accounting Technology AAS degree. The courses in this program are delivered in the classroom and/or online.

### Program Courses

| Course No. | Course Title                            | Credits |
|------------|---|---------|
| ACCT2111   | Financial Accounting                    | 4       |
| ACCT2230   | Computerized Accounting with QuickBooks | 3       |
| CIS1101    | Business Computer Systems I             | 3       |
| CIS1220    | Decision Making Excel                   | 3       |
| CIS1260    | Business Communications and Technology  | 3       |

**Subtotal 16**

### NHCC Residency and GPA

| Course No.                               | Course Title | Credits |
|--|--------------|---------|
| <b>5 Credits must be earned at NHCC:</b> |              |         |
| <b>2.00 overall GPA for NHCC courses</b> |              |         |

**Total Credit Required 16**

### 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 Excel and QuickBooks

#### 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.

#### Career Opportunities

Information on careers, including salary and employment outlook data, is available on the isseek and Bureau of Labor Statistics websites: <https://careerwise.minnstate.edu/careers/> and [www.bls.gov](http://www.bls.gov).

#### Accreditation

North Hennepin Community College is accredited by the: Higher Learning Commission 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](#)

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