



Accounting Skills Certificate

The Accounting Skills Certificate is for students to learn basic accounting, computer, and business communication skills to enter the workforce in an entry-level accounting position.

Accounting Skills Curriculum

Curriculum

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
ACCT 2111	Financial Accounting	View-ACCT 2111	n/a	4
ACCT 2230	Computerized Accounting with QuickBooks	View-ACCT 2230	n/a	3
CIS 1101	Business Computer Systems I	View-CIS 1101	n/a	3
CIS 1220	Decision Making Excel	View-CIS 1220	n/a	3
CIS 1260	Business Communications and Technology	View-CIS 1260	n/a	3

NHCC Residency and GPA

5 Credits must be earned at NHCC

Total Credits Required	16
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Program Overview

2024-2025

This certificate is for students to learn basic accounting, computer, and business communication skills to enter the workforce 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 Outcomes

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

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

- [Accounting Skills Certificate Program Roadmap Part Time](#)
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Career Opportunities

Information on careers, including career descriptions, salary data, and employment outlook is available on the [Bureau of Labor Statistics website](#) and [O*Net Online website](#).

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](#)

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 7634930555 or through the Minnesota Relay Service at 18006273529.

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

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