



LEARNING OUTCOMES

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Certificate in Accounting

Upon completion of this program, students will be able to:

1. Prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
2. Process a payroll by maintaining payroll records, preparing payroll journal entries, and completing various quarterly and annual tax forms.
3. Use critical thinking skills to analyze financial data on the financial statements.
4. Perform all steps in the accounting cycle for service, merchandising, and manufacturing operations for sole proprietorships, partnerships and corporations.
5. Demonstrate ability to use accounting software at a level sufficient to meet expectations for entry level employees at small to medium size accounting firms.