

BCCC

Baltimore City Community College



ACCOUNTING CERTIFICATE

The Accounting Certificate is designed for individuals seeking entry-level employment in bookkeeping or accounting who choose not to pursue an associate degree or have previously earned that or another degree.

Learn more at
bcc.edu/accounting



ACCOUNTING CERTIFICATE

19-22 credit hours

BCCC

Baltimore City Community College

CAREER OPTIONS

- Accounts Payable and Receivable Clerk
- Payroll Clerk
- Accounting Technicians

BCCC'S ADVANTAGE

- Computerized interactive teaching techniques
- Instructional methods to accommodate diversified learning styles

APPLY TODAY
bccc.edu/apply

SUGGESTED SEQUENCE OF COURSES

Every degree-seeking student must complete the College's General Education Requirements in addition to the academic program requirements. Through the College's General Education Requirements, students acquire basic knowledge of the disciplines in the areas of arts and humanities, social and behavioral sciences, biological and physical sciences, mathematics, English composition, and computer literacy.

1ST SEMESTER	CREDITS	COURSE #
Preparation for Academic Achievement	1	PRE 100
Principles of Financial Accounting	3	ACT 221
Principles of Managerial Accounting	3	ACT 222
Intermediate Accounting I	3	ACT 230
Computers for Business Management or Computer Literacy or take the CLT Exam	0-3	BUA 112 or CLT 100

Select a minimum of 3 and a maximum of 4 of the following courses:

2ND SEMESTER	CREDITS	COURSE #
Intermediate Accounting II	3	ACT 231
Cost Accounting	3	ACT 235
Auditing Concepts	3	ACT 241
Accounting Applications on the Microcomputer or Comprehensive Spreadsheets	3	ACT 261 or BCA 126
Income Tax Accounting	3	ACT 265
Cooperative Education	3	COP 200
		19-22 Program Total

*NOTE: All students that are enrolled in this certificate program must meet the College's computer literacy requirement as a condition for graduation. This requirement can be met in one of three ways as noted below: (1) Pass BUA 112 with a minimum grade of C or higher. This option is highly recommended due to its Excel component, and status as a program requirement for the Accounting AAS degree, or (2) Pass CLT 100 with a grade of C or higher, or (3) Pass BCCC's computer literacy test with a grade of 70% or higher.

Note 2: Students may select either ACT 261 or BCA 126 as one of their electives; they cannot take both.