

# Bookkeeping Certificate (BKC)

## Bookkeeping Certificate (BKC)

The Bookkeeping Certificate is designed for individuals who are interested in pursuing a career as a bookkeeper in a small or medium-sized company. Graduates of the program are prepared to sit for the national certification exam administered by the American Institute of Professional Bookkeepers.

The certificate program does not include cooperative education, and can be completed through online education.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit the Admissions (<http://www.cincinnati.edu/academics/admission/>) section of the College website.

## Bookkeeping Certificate (BKC)

### First Year

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting	2	2	3
IM 111	Computer Applications	2	3	3
MAT XXX	Mathematics	2	2	3
Elective				
Semester 2				
ACC 130	Payroll Procedures	3	0	3
ACC 125	Computerized Bookkeeping: QuickBooks	0	4	2
ACC 135	Financial Statement Analysis	2	0	2
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
Semester 3				
ACC 102	Managerial Accounting	2	2	3
ACC 240	Bookkeeping Certification Review	4	0	4
XXX XXX	Technical Elective	3	0	3
<b>Total Credits:</b>		<b>22</b>	<b>16</b>	<b>29</b>

### Technical Elective

ACC 110		3
ACC 140	Fund Accounting for Non-Profit Organizations	3
ACC 180	Federal Taxation: Business	3
ACC 201	Intermediate Accounting 1	4
ACC 221	Volunteer Income Tax Assistant	3
LAW 101	Business Law	3
MGT 101	Principles of Management	3

### Mathematics Elective

MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

## Courses

### ACC 101 Financial Accounting

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An introduction to financial accounting and financial reporting for business entities. Topics include: the accounting cycle, inventories, cash, receivables, plant assets, current liabilities, stock transactions, long-term liabilities, and cash flows.

Prerequisites: None

Ohio Transfer Assurance Guide Approved

### ACC 102 Managerial Accounting

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An introduction to managerial accounting for business entities. Topics include: job-order and process costing, cost behavior and cost-volume-profit analysis, activity-based costing, budgeting, standard costs, performance evaluation, relevant costs, and capital budgeting.

Prerequisites: ACC 101

Ohio Transfer Assurance Guide Approved

### ACC 110 Accounting Information Systems

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on documentation, design, and operation of accounting information systems. Topics include: internal control, business processes, flowcharting, information security, fraud detection, developing an accounting information system, and evaluating accounting software.

Prerequisites: ACC 101

### ACC 115 Accounting Software Applications: Sage (Peachtree)

**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on processing business transactions using Sage Accounting (Peachtree) software. Topics include: processing information; internal controls; reports; and activities related to the sales and cash receipts cycle, the purchases and cash disbursements cycle, and the payroll cycle. The course is delivered in online format only.

Prerequisites: ACC 101

### ACC 121 Computerized Bookkeeping: QuickBooks 1

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on processing transactions for small businesses using QuickBooks accounting software. Topics include: processing banking, customer, vendor, inventory, and payroll transactions; and generating and customizing financial reports. The course is delivered online in a 7-week schedule.

Prerequisites: ACC 101

**ACC 122 Computerized Bookkeeping: QuickBooks 2****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A continuation of ACC 121. Topics include: setting up a new company, processing transactions for the entire accounting cycle of service companies and merchandising corporations, processing bad debts, processing credit card sales, and budgeting. The course is delivered in a 7-week schedule.

Prerequisites: ACC 121

**ACC 125 Computerized Bookkeeping: QuickBooks****2 Credits. 0 Lecture Hour. 4 Lab Hours.**

A course on processing transactions for small businesses using QuickBooks accounting software. Topics include: processing banking, customer, vendor, inventory, and payroll transactions; generating and customizing financial reports; setting up a new company; processing transactions for the entire accounting cycle of service companies and merchandising corporations; processing bad debts; processing credit card sales; and budgeting.

Prerequisites: ACC 101

**ACC 130 Payroll Procedures****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on payroll accounting and procedures. Topics include: payroll regulations and record keeping; computations of gross pay, employee withholdings, and employer payroll taxes; and preparation of payroll tax returns. The course is delivered in online format only.

Prerequisites: ACC 101

**ACC 135 Financial Statement Analysis****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on understanding and interpreting corporate annual reports. Topics include: trend analysis, common size statements, and ratio analysis.

Prerequisites: ACC 101

**ACC 140 Fund Accounting for Non-Profit Organizations****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles and practices of accounting for governmental and non-profit organizations. Topics include: transaction analysis, appropriations, encumbrances, budgeting, and financial reporting.

Prerequisites: ACC 101

**ACC 175 Federal Taxation: Individuals****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on federal income taxation as it relates to individual taxpayers. Topics include: elements of the tax formula, tax issues associated with self-employment, and depreciation. Students prepare multiple tax returns and related schedules.

Prerequisites: None

**ACC 180 Federal Taxation: Business****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on federal income taxation as it relates to corporations, partnerships, and S corporations. Topics include: the elements of the tax formula, advanced tax issues, and property transactions. Students prepare multiple tax returns and related schedules.

Prerequisites: None

**ACC 191 Part-Time Cooperative Education 1: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

**ACC 192 Part-Time Cooperative Education 2: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 191

**ACC 193 Part-Time Cooperative Education 3: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 192

**ACC 194 Part-Time Cooperative Education 4: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 193

**ACC 195 Part-Time Cooperative Education 5: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 194

**ACC 196 Part-Time Cooperative Education 6: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 195

**ACC 197 Part-Time Career Education Project: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 and coordinator consent  
Instructor Consent Required**ACC 201 Intermediate Accounting 1****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on theory and techniques of financial accounting. Topics include: preparing required financial statements and disclosures; accounting for cash, accounts and notes receivable, inventory, plant and equipment, and intangible assets; analyzing financial statements; and international standards.

Prerequisites: ACC 101

**ACC 202 Intermediate Accounting 2****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A continuation of ACC 201. Topics include: liabilities, stockholders' equity, investments, revenue recognition, income taxes, pensions, leases, changes and disclosures in financial reporting, international standards, and financial statement analysis.

Prerequisites: ACC 201

**ACC 210 Cost Accounting****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles and practices of cost accounting related to manufacturing and service businesses. Topics include: overhead rates, absorption and variable costing, job-order and process costing, standard costing and variance analysis, joint costs, cost allocations and cost management.

Prerequisites: ACC 102

**ACC 221 Volunteer Income Tax Assistant****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A service learning course on preparing federal and state income tax returns for low income and elderly taxpayers under the Internal Revenue Service Volunteer Income Tax Assistant (VITA) and Tax Counseling for the Elderly (TCE) programs. Students must successfully pass the IRS - VITA/TCE Certification - Basic Exam and are required to participate in the volunteer VITA program on campus. Topics include: individual taxes, tax interviews, and assisting in tax return preparation.

Prerequisites: ACC 175 or instructor consent

**ACC 240 Bookkeeping Certification Review****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course that prepares students for the American Institute of Professional Bookkeepers Certified Bookkeeper examination. Topics include: adjusting entries, correcting accounting errors, payroll, depreciation, inventory, and internal controls and fraud prevention.

Prerequisites: ACC 101

**ACC 270 Auditing****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on the objectives of auditing and assurance services. Topics include: impact of the Sarbanes-Oxley Act on the auditing profession, audit reports, auditing standards, professional ethics, evidence, audit planning and testing, and internal controls and systems documentation.

Prerequisites: ACC 201

**ACC 291 Full-Time Cooperative Education 1: Accounting****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

**ACC 292 Full-Time Cooperative Education 2: Accounting****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 291

**ACC 293 Full-Time Cooperative Education 3: Accounting****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 292

**ACC 297 Full-Time Career Education Project: Accounting****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 and Coordinator Consent

Instructor Consent Required