

BASIC ACCOUNTING (CERTIFICATE)

Department: Business (<https://snow-next.courseleaf.com/divisions-departments/division-business-technical-education/business/>)

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Department Webpage: <https://www.snow.edu/business> (<https://www.snow.edu/business/>)

Advising Information (<https://snow.edu/offices/advisement/>)

Program Description

Students will be able to complete courses in accounting and business. Students will gain entry level knowledge, skills, and abilities related to general accounting theory and application in various business settings. Students will be able to perform accounting functions, such as traditional bookkeeping, financial calculations for business management, and basic personal finance.

Business Program Outcomes

A student who completes the Basic Accounting certificate should expect the following outcomes from the program:

- **Acquire Substantive Knowledge:** Students will be able to examine fundamentals of business and the relationship of business to society by analyzing a real business.
- **Acquire Substantive Knowledge:** Students will be able to apply knowledge of local and national laws as they relate to business.
- **Communications:** Students will be able to deliver oral presentations that are customized for the intended audience, well organized, and effectively delivered.
- **Communications:** Students will be able to produce clear, concise, purposeful, and grammatically correct written documents.
- **Computation:** Students will be able to use industry standard software or a calculator to perform accurate calculations and summarize data effectively.
- **Computation:** Students will be able to choose and perform appropriate analyses for quantitative and qualitative data.
- **Professionalism:** Students will be able to collaborate effectively in teams, complete responsibilities, and assist teammates.
- **Professionalism:** Students will be able to design an educational and/or career pathway that establishes a direction for their overall professional goals.
- **Technology:** Students will be able to complete a project using business technology to solve real world business problems in a changing and dynamic workplace.
- **Technology:** Students will be able to produce professional- looking documents and projects using industry standard hardware and software tools.

Requirements Certificate Requirements

Code	Title	Hours
ACCT 1200	Basic Income Tax Preparation	1
ACCT 2010	Financial Accounting	3
ACCT 2020	Managerial Accounting	3
BUS 1060	QuickBooks for Small Business	3
BUS 1210	Personal & Consumer Finance SS	3
BUS 2010	Business Computer Proficiency	3
Total Hours		16