



NORTHEAST STATE

We're here to get you there

Division of Business Technologies

2425 Hwy. 75 • P.O. Box 246
Blountville, Tennessee 37617-0246
800.836.7822 (Admissions and Records)
Fax 423.323.0215
www.NortheastState.edu
2019-2020

Accounting

A Technical Certificate Program

PROGRAM DESCRIPTION

The Accounting certificate program prepares individuals to perform accounting functions and enhances the skills and abilities of persons currently employed in this career field. Accounting skills are developed in introductory courses that stress accounting fundamentals. Computer skills are developed with courses using electronic spreadsheets and computerized programs.

PROGRAM ARTICULATION

All courses in the Accounting certificate program will articulate into the Associate of Applied Science Business - Concentration: Accounting degree program.

APPLICATION PROCEDURE

A student desiring to pursue a certificate in Accounting must:

1. Submit the Northeast State Application for Admission to the Office of Admissions and Records.
2. Indicate certificate in Accounting as the desired major on the Northeast State application form.
3. See a faculty advisor from the Business program prior to registering for classes.

GAINFUL EMPLOYMENT DISCLOSURE

As required by the U.S. Department of Education
<https://apps.northeaststate.edu/GainfulEmployment/>

TYPICAL PROGRAM OF STUDY

Course No.	Course Title	Credit
Fall		
ACCT 1010	Principles of Accounting I	3
BUSN 1305	Introduction to Business	3
INFS 1010	Computer Applications	3
ENGL 1010	English Composition I	3
Spring		
ACCT 1020	Principles of Accounting II	3
ACCT 1371	Accounting Spreadsheets I	3
ACCT 2301	Payroll Accounting	3
BUSN 2370	Legal Environment of Business	3
MATH 1010	Math for General Studies	3
Total Credit Hours		27

Additional courses may be required to overcome deficiencies in English, mathematics, and reading.

TYPICAL JOB OPPORTUNITIES:

Bookkeeper: Enters transactions in accounting journals, maintains general ledger and related subsidiary ledgers, and prepares financial statements.

Payroll Clerk: Maintains payroll records and prepares federal and state reports relating to employee compensation.

PROGRAM COMPETENCIES

1. Demonstrate an understanding of global business and cultural environments.
2. Practice interpersonal and communication skills and ethical behavior appropriate in business settings.
3. Demonstrate proficiency in the use of computer based accounting systems, spreadsheets, word processing, and related Internet business activities.
4. Prepare and/or analyze financial statements to determine the liquidity, profitability, and solvency of an organization.
5. Maintain a payroll system and prepare appropriate reports.
6. Analyze internal control measures to safeguard an organization's assets and to ensure the accuracy and reliability of its accounting records.

FOR FURTHER INFORMATION CONTACT:

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or

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Northeast State Community College is part of the Tennessee Board of Regents system, the nation's sixth largest higher education system, governing 46 post-secondary educational institutions. The TBR system includes six universities, 13 two-year colleges and 27 technology centers, providing programs in 90 of Tennessee's 95 counties to more than 200,000 students.

Northeast State Community College does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, ethnic national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Tim Harrison, Equity & Compliance Officer/Chief Advancement Officer, P.O. Box 246, Blountville, TN 37617-0246, 423.354.5296, complianceofficer@NortheastState.edu. Northeast State Community College's policy on nondiscrimination can be found at <http://cwis.northeaststate.edu/oie/policymanual/pol.asp?p=254>.

Northeast State is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast State.