

# ACCOUNTING: CP

Certificate of Proficiency | 37 credit hours minimum

Area of Interest: Business, Culinary Arts, and Hospitality

Program Website (<https://stlcc.edu/programs-academics/pathways/b-m-c-a-h/accounting/>)

Academic Advising (<https://stlcc.edu/admissions/advising/>)

## Program Description:

The Accounting Certificate of Proficiency degree program is designed to provide students with the knowledge and skills to meet the changing needs required in today's job market. The accountant's role has changed dramatically with the dominant role of computers and the Certificate of Proficiency degree provides a strong foundation with commercial computer applications in Accounting. The Certificate of Proficiency also provides currently employed persons the opportunity to acquire an extensive accounting background and the necessary skills and proficiencies to attain employment in the accounting field.

**Locations.** This program is offered in its entirety at Meramec. Students may be able to complete the program at Florissant Valley and Forest Park by taking a mixture of face-to-face and online courses.

**Related Programs.** The Accounting Department offers an associate and a certificate in the following areas:

**Accounting, Associate in Applied Science** (<http://catalog.stlcc.edu/programs/accounting-aas/>)

**Computer Accounting Technology, Certificate of Specialization** (<http://catalog.stlcc.edu/programs/computer-accounting-technology-certificate-specialization/>)

**Cost of Attendance.** For more information on cost of attendance visit **MoSCORES** (<https://scorecard.mo.gov/Search/>).

**Program Career and Salary Information.** Pursuant to Missouri HB 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at St. Louis Community College can be found at the following URL: <https://scorecard.mo.gov/scorecard/> ([https://www.google.com/url?q=https://scorecard.mo.gov/scorecard/&sa=D&ust=1555536894857000&usg=AFQjCNG1xf3E\\_i2lO96zEytILO-s5xaJCQ](https://www.google.com/url?q=https://scorecard.mo.gov/scorecard/&sa=D&ust=1555536894857000&usg=AFQjCNG1xf3E_i2lO96zEytILO-s5xaJCQ)). Search using School / Program "St. Louis Community College" and choose the degree or credential type of interest.

The following limitations to the data apply: Information provided is based on the most recent cohorts available. Typically, most recent cohorts for wage and completion data are six years prior to the current academic year. Time to complete a program of study varies depending on the number of credit hours students earn per semester.

**Interested in this program?** Start the enrollment process by visiting the **Apply to STLCC** (<https://www.stlcc.edu/admissions/apply-to-stlcc/>) page.

## At the completion of the program, students are expected to:

1. utilize the basic accounting terminology and the accounting cycle.
2. classify business transactions using basic accounting concepts (manually and with the use of computer technology).
3. record business transactions using basic accounting concepts (manually and with the use of computer technology).
4. compute business transactions using basic accounting concepts (manually and with the use of computer technology).
5. verify business transactions using basic accounting concepts (manually and with the use of computer technology).
6. prepare the four basic financial statements according to GAAP (Income Statement, Equity Statement, Balance Sheet, and Cash Flows Statement).
7. create professional documents about the financial condition of a business entity.
8. make financial decisions about the four basic financial statements.
9. communicate orally useful information about the financial condition of a business entity.
10. interpret financial information while working in teams consisting of individuals with diverse backgrounds.
11. identify the various uses of technology as it applies to the Accounting field.
12. demonstrate technical proficiency for an entry-level junior accountant with the use of Quickbooks software and Microsoft Excel.
13. identify the different types of ethical issues that are encountered in a business environment.
14. apply the Accounting code of ethical conduct that relates to business organizations.
15. apply high ethical standards as it relates to contacts with fellow students, instructors, and employers.
16. apply the basic principles of law with our judicial system while addressing legal dilemmas. This includes legal ethics, constitutional law, contracts, torts, intellectual property, and business crime.
17. write responses addressing a legal dilemma using the various sources of law.
18. distinguish between the legal and ethical responses to a business dilemma.

### Program of Study

Code	Title	Credit Hours
<b>Program Requirements</b>		
BUS 103	Business Mathematics	3
ACC 100	Applied Accounting	3
ACC 110	Financial Accounting	4
ACC 114	Managerial Accounting	3
ACC 208	Intermediate Accounting I	3
ACC 213	Survey of Business Taxes	3
BLW 101	Business Law	3
ACC 120	Computer Accounting Applications for Business	3
ACC 122	Computer Accounting Applications - Spreadsheets	3
ACC 124	Computer Accounting Applications - Databases	3
XXX xxx	Accounting Elective ( <a href="http://catalog.stlcc.edu/course-descriptions/courses/acc/">http://catalog.stlcc.edu/course-descriptions/courses/acc/</a> )	3
<b>Business Electives</b>		
Select one of the following:		3

ACC xxx

IS 116 or IS 151

BUS xxx

FIN xxx

**Total Credit Hours****37**

## Academic Plan

**PLEASE NOTE:** If you originally enrolled at STLCC prior to Fall 2025, you may need to view an **archived catalog** (<http://catalog.stlcc.edu/archived-catalogs/>) for your correct program requirements. Please speak with an advisor or the program coordinator for more information.

Code	Title	Hours	Prerequisites	Milestones/Notes
<b>First Year</b>				
<b>Fall</b>				
ACC 100	Applied Accounting	3	Reading Proficiency	Exploratory Course, Gateway Course
BUS 103	Business Mathematics	3	Reading Proficiency	
	<b>Credit Hours</b>	<b>6</b>		
<b>Spring</b>				
ACC 110	Financial Accounting	4	ACC 100 with a minimum grade of "C" or a high school accounting course or department approval, and Reading Proficiency	Critical Course
BLW 101	Business Law	3	Reading Proficiency	
	<b>Credit Hours</b>	<b>7</b>		
<b>Second Year</b>				
<b>Fall</b>				
ACC 114	Managerial Accounting	3	ACC 110 with minimum grade of "C" and Reading Proficiency	
ACC 120	Computer Accounting Applications for Business	3	ACC 100 with a minimum grade of "C" and/or ACC 110 with a minimum grade of "C" and/or department approval and Reading Proficiency	
ACC 122	Computer Accounting Applications - Spreadsheets	3	ACC 110 with a minimum grade of "C" or department approval and Reading Proficiency	
ACC 124	Computer Accounting Applications - Databases	3	ACC 110 with a minimum grade of "C" or department approval and Reading Proficiency	
ACC 213	Survey of Business Taxes	3	ACC 110 with a minimum grade of "C" or department approval and Reading Proficiency	
	<b>Credit Hours</b>	<b>15</b>		
<b>Spring</b>				
ACC 208	Intermediate Accounting I	3	ACC 114 with a minimum grade of "C" or department approval and Reading Proficiency	Apply for graduation.
XXX xxx	Accounting Elective ( <a href="http://catalog.stlcc.edu/course-descriptions/courses/acc/">http://catalog.stlcc.edu/course-descriptions/courses/acc/</a> )	3		Select one course from ACC.
XXX xxx	Business Elective	3		Select course from BUS, ACC, IS 116 or IS 151, or FIN.
	<b>Credit Hours</b>	<b>9</b>		
	<b>Total Credit Hours</b>	<b>37</b>		

**Critical Courses:** Critical courses are most important to a student's declared major and most strongly predict later success in the major. A critical course requires a minimal grade to progress to higher-level courses.

**Exploratory Courses:** Exploratory courses are first-semester courses that introduce the program and career field.

**Gateway Courses:** Gateway courses are courses in many career pathways that must be completed before progression in higher-level courses. These may be the same as critical and/or exploratory courses.

\*Click on the hyperlinked course number to view additional information about the course.

\*\*Students completing a course that has been assigned a MOTR number may transfer that course to any public institution in Missouri. Those who complete CORE 42 requirements will have that verification on their transcript.

\*\*\* It is your responsibility to verify that the courses listed above will transfer to the four-year institution of your choice. Maximize your transfer credits/classes by meeting with an academic advisor.