

Certificate: Basic Accounting

Certificate Description:

The basic accounting certificate provides students with an understanding of basic accounting principles and practices and the fundamental bookkeeping skills employees need. This certificate is developed and granted by BYU-Idaho.

Course Code	Course Name	14 Credits
ACCTG 180	Survey of Accounting	3 Credits
ACCTG 205	Accounting Software	2 Credits
COMM 175	Communication Essentials	3 Credits
BUS 115	Business Applications	3 Credits
BUS 375 or ECON 150	Business Law or Economic Principles	3 Credits

Course Descriptions:

ACCTG 180 (3 credits) – Survey of Accounting

This course is an introduction to financial and managerial accounting principles with exposure to basic accounting statements, processes, and management applications.

ACCTG 205 (2 credits) – Accounting Software

This course takes an in-depth look at accounting software using Intuit QuickBooks Pro. Topics include invoicing, inventory control, payments, and a complete setup of a new and existing company. An in-depth accounting knowledge is not required.

COMM 175 (3 credits) – Communication Essentials

For non-communication majors, this course helps give a basic foundation in interpersonal communication and public speaking skills and principles. Through a combination of exercises and class discussions, students develop the tools to continually work toward more effective communication.

BUS 115 (3 credits) – Business Applications

Students will acquire, develop and apply intermediate spreadsheet analysis skills in a business context as well as demonstrate basic database use. After individually completing spreadsheet tutorials and assignments, students will then develop and apply their skills in business projects and exams. The projects and exams, which are designed to be realistic and representative of business activities students might encounter in the workplace.

BUS 375 (3 credits) – Business Law

This course is an introduction to legal environment in which businesses operate as well as an overview of laws impacting business. Topics include understanding the legal system, contracts, ethics, intellectual property, antitrust, employment, business organizations, and securities.

ECON 150 (3 credits) – Economic Principles

This introductory course in microeconomics studies the behavior of individual economic agents such as consumers and businesses in a market economy. Analytical tools are used to study the consumption and production decisions in an economy under perfect and imperfect market conditions.

Outcomes:

- Create and analyze basic accounting statements and budgeting tools
- Use QuickBooks to provide useful reports to help business owners make knowledgeable financial decisions
- Improve workplace communication by applying non-verbal, listening, relationship-building, public speaking, persuasion, and other interpersonal communication skills
- Create professional spreadsheets using advanced functionality to visualize and solve business problems
- Depending on elective choice, report and describe production decisions of consumers and businesses in a market economy or provide insights on the legal system, contracts, ethics, intellectual property, antitrust, employment, business organizations, and securities

Potential Employment:

- Bookkeeper for small businesses
- Accounts payable/receivable for corporations or non-profits