



CAREERS IN THIS FIELD

Bookkeeper • Junior Accountant

Payroll Clerk • Staff Accountant

The Accounting program develops an understanding of accounting principles, business law, communications, business equipment, and related areas of study in the field. You also will gain instruction in computerized accounting systems. Technical skills in financial accounting, cost accounting, and tax preparation are emphasized.

CONCENTRATIONS IN THIS PROGRAM

BOOKKEEPER CERTIFICATE *(certificate only)*

The Accounting Bookkeeping Certificate leads to employment in an accounting related profession, completion of an AAS degree in Accounting, and/or taking the certification exam in Certified Bookkeeper Certification.

FUNDAMENTAL PAYROLL CERTIFICATE *(certificate only)*

The Accounting Fundamental Payroll Certificate leads to employment in an accounting related profession, completion of an AAS degree in Accounting, and/or taking the certification exam in Fundamental Payroll Certification.

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

Two-year Associate of Applied Science degree programs prepare students for careers, career changes and career advancement. AAS programs may also prepare students for transfer to four-year institutions. The program content, which is approximately 30 percent general education, provides depth and breadth in conceptual and professional/technical skills. Professional/technical courses equip students with the skills to obtain employment and to advance in the workforce.

ASSOCIATE OF SCIENCE (AS) DEGREE

Two-year Associate of Science programs typically contain 40 percent or more general education, with the balance in technical and profession courses. The coursework provides students with a foundation for transfer to a related baccalaureate program at a four-year institution, and equips students with skills for the job market.

CERTIFICATE (C)

Certificates are sequences of technical and professional courses. They provide access to targeted, short-term workforce training, and completers may sit for specific certification exams. Certificate programs generally take less than one year to complete.

TECHNICAL CERTIFICATE (TC)

One-year Technical Certificate programs provide education in conceptual and technical skills for specific occupations. Each program contains a sequence of required courses in a recognized concentration within a program.

HIGHER EDUCATION. LOWER COST. PERFECT VALUE.

Get more for your money with classes that are close to home and a fraction of the cost of other colleges and universities in Indiana. Whether you want to move up in your field or enter a new field, Ivy Tech can help you get the skills you need. And if you want to continue on to a four-year degree, Ivy Tech helps make it affordable. Our credits transfer to many colleges and universities, so you can graduate with the same education and much less debt.

TRANSFER OPPORTUNITIES

Credits from individual Ivy Tech classes transfer to colleges and universities throughout Indiana—and in some cases, entire programs transfer. Whether you are considering a program with a career in mind or want to save money by starting your bachelor's degree at Ivy Tech, transfer options are a great way to get started.

EARN MORE AND IMPROVE YOUR SKILLS

If you want a good-paying job, you need to invest in your education. With an associate degree from Ivy Tech Community College, you'll earn an average of \$8,000 more each year than you would with just a high school degree. Over the course of your career, this has a tremendous impact on your earning power—a difference of up to \$400,000. As a result, you'll have the chance to explore opportunities that are well worth the time you'll spend in class.



TECHNICAL CERTIFICATE (2 SEMESTERS)

31 Credit Hours

Program ready students

First Semester

ACCT101	Financial Accounting
ACCT105	Income Tax I
CINS101	Introduction to Microcomputers
IVYT 1XX	Life Skills Elective
MATH1XX	Mathematics Elective
COMM101	Fundamentals of Public Speaking
Or	
ENGL111	English Composition

Second Semester

ACCT102	Managerial Accounting
ACCT106	Payroll Accounting
ACCT122	Accounting Systems Applications
OFAD218	Spreadsheets
	Humanities or Social Sciences Elective

ASSOCIATE OF APPLIED SCIENCE (4 SEMESTERS)

61 Credit Hours

Program ready students

First Semester

ACCT101	Financial Accounting
BUSN101	Introduction to Business
CINS101	Introduction to Microcomputers
ENGL111	English Composition
IVYT 1XX	Life Skills Elective
MATH1XX	Mathematics Elective

Second Semester

ACCT102	Managerial Accounting
ACCT106	Payroll Accounting
ACCT122	Accounting Systems Applications
COMM101	Fundamentals of Public Speaking
OFAD218	Spreadsheets

Third Semester

ACCT105	Income Tax I
ACCT201	Intermediate Accounting I
ACCT203	Cost Accounting I
OFAD216	Business Communications
	Humanities or Social Sciences Elective

Fourth Semester

ACCT202	Intermediate Accounting II
ACCT225	Integrated Accounting Systems
BUSN102	Business Law
ECON2XX	Economics Elective
	Life/Physical Science Elective

Program Advisor: Cynthia Greeson
Phone: (812) 429-9830
Email: cgreeson@ivytech.edu

To learn more about employment and salary information for careers in this field, visit the U.S. Department of Labor's Bureau of Labor Statistics website at bls.gov and the official career site of the State of Indiana, indianacareerconnect.com.

Ivy Tech Community College is accredited by North Central Association of Colleges and Schools.