



# ACCOUNTING PARAPROFESSIONAL MINOR / CERTIFICATE



## WHY CHOOSE WILLIAMSON?

- Earn your certification in less than one year
- One weekly night class; keep your full-time job!
- Small class size for an individualized learning environment
- Affordable tuition costs
- Professors and faculty with current field experience
- Environment that fosters spiritual growth
- Conveniently located in the heart of Cool Springs

## REQUIREMENTS

The Accounting Minor/Certificate program is a 27 credit-hour program that prepares students to become accounting paraprofessionals in bookkeeping and accounting firms. The program also enables entrepreneurs and not-for-profit leaders to understand and manage the financial requirements of their businesses.



## COURSE DESCRIPTIONS

### **ACCT 301 PRINCIPLES OF ACCOUNTING 1**

This first course will introduce the student to the financial language of business. The student will follow the basic business transaction through the complete accounting cycle. The student will learn the processes for sales and receivables, purchases and payables, and cash and banking procedures.

### **ACCT 302 PRINCIPLES OF ACCOUNTING 2**

The student continues learning processes related to payroll, accruals and deferrals, closing procedures, and preparation of the basic financial statements. Accounting theory and standards relating to receivables, payables, inventory, and property, plant, and equipment will also be included.

### **ACCT 303 PRINCIPLES OF ACCOUNTING 3**

In this course the student will focus on accounting for partnerships and corporations, as well as equity and bonds. The student will learn how to analyze the financial statements and prepare the statement of cash flows.

### **ACCT 343 MANAGERIAL ACCOUNTING**

This course emphasizes accounting in business relating to internal reporting and decision making. Topics of study include costing, budgeting, and controlling internal processes.

### **ACCT 331 ACCOUNTING WITH QUICKBOOKS ONLINE**

The student will learn the QuickBooks Online software platform.

### **ACCT 332 PAYROLL ACCOUNTING**

Topics covered in this course include the payroll processes: how to compute the payroll, payroll taxes, and accounting systems used in the payroll function.

### **ACCT 333 STATE TAX ISSUES**

This course prepares accounting students and entrepreneurs for doing business in Tennessee. Topics covered include opening a business, state tax compliance, and non-for-profit compliance in the state of Tennessee.

### **ACCT 341 INDIVIDUAL TAX**

This is an introductory course to federal taxation as it primarily relates to the individual. Topics include tax strategies for individuals and sole proprietors.

### **ACCT 342 BUSINESS TAX**

This is the second course pertaining to federal taxation as it relates to partnerships and corporations. Topics include tax requirements for formations, dispositions, and distributions in business entities.

**CONTACT US** by calling (615) 771-7821, visit [www.williamsoncc.edu](http://www.williamsoncc.edu), or email us at [info@williamsoncc.edu](mailto:info@williamsoncc.edu).

