

### East Central College

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Union, Missouri 63084  
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[www.eastcentral.edu](http://www.eastcentral.edu)

### Admissions Office

ECC Campus  
636-584-6563  
[admissions@eastcentral.edu](mailto:admissions@eastcentral.edu)

### Division

Business and Industry  
(636) 584-6139

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### Program Faculty

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East Central College is accredited by  
the Higher Learning Commission and  
a participant in the Academic Quality  
Improvement Program (AQIP).  
30 N. LaSalle St., Suite 2400  
Chicago, Illinois 60602-2504  
1 (800) 621-7440

## THE CAREER

Accountants, accounting assistants and bookkeepers are important to any business because of their abilities to analyze, record, organize, summarize and interpret business information. They help companies and organizations run efficiently and effectively by keeping records accurate and ensuring that taxes and other payments are made on time. Accountants, auditors, accounting assistants and bookkeepers work for corporations, partnerships, sole proprietorships, not-for-profits and governments across the globe.

Advances in computer technology have greatly changed the way these professionals and paraprofessionals do their work. Recent changes in federal law, like the Sarbanes Oxley Act, have created new opportunities in the field of accounting.

## EMPLOYMENT OPPORTUNITIES

The accounting profession is experiencing average growth, per the U.S. Bureau of Labor Statistics. By 2022, the number of positions is expected to increase by 11 percent. In May 2012, the median earnings of bookkeeping, accounting and auditing clerks were \$35,170. Their salaries ranged from less than \$21,610 (lowest 10 percent) to more than \$54,310 (top 10 percent).

## PROFESSIONAL TRAITS

Those pursuing a career in this field should:

- Have an aptitude for math
- Be able to analyze, compare and interpret facts and figures quickly
- Clearly communicate the results of their work to clients and managers both verbally and in writing
- Be good at working with people, business systems and computers
- Have a high standard of integrity

## THE PROGRAM

Accounting is the language of business and the East Central College Accounting program is designed to provide the foundation required for modern accounting and business professionals to excel in today's professional environment.

The program provides many courses and several degree options for students who want to enter the field. Accounting classes are characterized by small size, use of current technology, instructors who are willing to provide assistance and a modern business lab environment in the accounting area for additional assistance.

Students also have the opportunity to network with local and regional business leaders through classroom visits, business department-sponsored conferences and internships. ECC has also worked closely with regional universities and colleges to design a curriculum for students planning to transfer to four-year institutions.

## ADMISSIONS REQUIREMENTS

Students must have completed:

- ✓ High school diploma or the equivalent (documentation sent to the registration office)
- ✓ Application for admission
- ✓ A placement test as specified by the college (some courses require minimum placement results)

### ADDITIONAL PROGRAM INFORMATION

Standard Occupational Classification (SOC)  
43-3031.00

Tuition and Required Fees  
\$3,267 (In-District)  
\$4,422 (Out-of-District)

Books and Supplies  
\$1,898

Other  
\$50

# ACCOUNTING

## CERTIFICATE OF ACHIEVEMENT

Certificate of Achievement Program (33 credit hours)

### CERTIFICATE COURSEWORK

COURSE	HOURS
FS 1000 Campus Orientation/ FS 1001 Foundation Seminar	1
EN 1223/ English Comp I or EN 1233 Honors English Comp I	3
EN 1403 Technical Writing	3
MT 1023 Business Mathematics (or higher)	3
AC 1033 Financial Accounting I	3
AC 1023 Financial Accounting II	3
AC 1022 Payroll Accounting	2
AC 1003 Accounting Tech/Quickbooks	3
CS 1013/ Survey of Computers & Information CS 1003 Systems (preferred) or Microcomputer Applications	3
BU 1003 Introduction to Business	3
BU 1213 Business Communication	3
HI 1000/ Constitutions Study Module PS 1000	0
History or Political Science Requirement	3
<b>Total Hours</b>	<b>33</b>

### TO CONVERT THIS CERTIFICATE INTO AN ASSOCIATE OF APPLIED SCIENCE DEGREE, STUDENTS WILL NEED:

COURSE	HOURS
AC 1043 Managerial Accounting	3
AC 2043 Intermediate Accounting I <sup>F</sup>	3
AC 2053 Tax Accounting <sup>F</sup>	3
EC 2103 Principles of Microeconomics or EC 2203 Principles of Macroeconomics	3
BU 2033 Legal Environment of Business *	3
Science Requirement (without Lab)	3
AC 2013 Computer Assisted Accounting	3
AC 2073 Cost Accounting <sup>S</sup>	3
BU 2213 Program Capstone-Business <sup>S</sup>	3
<b>Total Credit Hours</b>	<b>27</b>

\* This course may not be taken during the students first semester.

<sup>F</sup> Course only offered during the Fall Semester

<sup>S</sup> Course only offered during the Spring Semester