

ACCOUNTING AND BANKING

The **Certificate in Accounting** prepares students for work within the managerial field of accounting. In addition to accounting principles, practices, and software, the curriculum focuses on business law, management, and operation of the microcomputer and common computer applications.

The **Certificate in Banking** prepares students for work in the banking industry. The curriculum focuses on accounting, banking principles, business law, communications, management, marketing, spreadsheets, and operation of the microcomputer and common computer applications.

Graduation Requirements

The certificates require a cumulative GPA of 2.0 or higher. A minimum of 9 credits earned toward the certificate must be completed at SENMC.

- Accounting - Certificate of Completion (<https://senmc-public.courseleaf.com/academic-programs/associate-degree-certificate-programs/accounting-banking/accounting-certificate-completion/>)
- Banking - Certificate of Completion (<https://senmc-public.courseleaf.com/academic-programs/associate-degree-certificate-programs/accounting-banking/banking-certificate-completion/>)

ACCT 1210 Income Taxation 3 Credits (3)

Federal income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates with particular reference to CLU, life insurance and annuities.

Learning Outcomes

1. Demonstrate their familiarity with the Federal Individual Income Tax System.
2. Demonstrate their familiarity with the Federal Income Tax System for sole proprietorships, partnerships, corporations, trusts, and estates.
3. Explain and demonstrate gross income, deductions and losses and how they relate to Federal Individual Income tax returns.
4. Demonstrate their ability to calculate basic gains and losses on property transactions.

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ACCT 2110 Principles of Accounting I (Financial) 3 Credits (3)

An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted accounting principles (GAAP), the effect of these transactions on the financial statements, financial analysis, and the interrelationships of the financial statements.

Learning Outcomes

1. Analyze business transactions, their effects on the financial statements and the interrelationships of the financial statements involving the following: a. Cash transactions b. Receivables and Net Realizable Value c. Operational Assets and Depreciation d. Inventory e. Current Liabilities f. Long-term Liabilities
2. Define, identify and demonstrate the impact of adjusting entries on financial statements.
3. Explain and demonstrate the differences between cash and accrual basis accounting.
4. Define and identify generally accepted accounting principles. Required to be included in either Principles of Accounting I (Financial) or Principles of Accounting II (Managerial)
5. Analyze equity ownership transactions and their effect on the financial statements.
6. Identify the cash flow statement activities and explain the purpose of the cash flow statement.
7. Perform ratio analysis to evaluate financial statements.

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ACCT 2115 Survey of Accounting 3 Credits (3)

Designed to provide a basic understanding of accounting procedures for small businesses. Provide a foundation of the accounting cycle for a small business enterprise and a practical understanding of business financial statements.

Learning Outcomes

1. Explain basic accounting concepts and terminology.
2. Perform the basic steps in the accounting cycle for a small business.
3. Prepare bank reconciliations.
4. Prepare payroll journals and calculate withholding deductions

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ACCT 2120 Principles of Accounting II (Managerial) 3 Credits (3)

An introduction to the use of accounting information in the management decision making processes of planning, implementing, and controlling business activities. In addition, the course will discuss the accumulation and classification of costs as well as demonstrate the difference between costing systems.

Prerequisite(s): ACCT 2110

Learning Outcomes

1. Identify the differences between financial and managerial accounting.
2. Illustrate the accumulation of costs in cost accounting systems.
3. Describe the basic elements of the budgeting process, its objectives and budget preparation.
4. Define and classify cost behavior.
5. Perform cost-volume-profit analysis for decision making.
6. Perform differential (incremental) analysis for business decision making.
7. Explain the cause of the variance and its effect on the income statement.
8. Explain and demonstrate the difference between traditional costing and activity-based costing. Required to be included in either Principles of Accounting I (Financial) or Principles of Accounting II (Managerial)
9. Analyze equity ownership transactions and their effect on the financial statements.
10. Identify the cash flow statement activities and explain the purpose of the cash flow statement.
11. Perform ratio analysis to evaluate financial statements.

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BCIS 1110 Fundamentals of Information Literacy and Systems 3 Credits (3)

Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making.

Learning Outcomes

1. Describe the social impact of information literacy and systems in relation to commerce, education, and personal activities.
2. Explain how to use the information resources legally, safely, and responsibly in relation to ethical, security, and privacy issues.
3. Evaluate bias, accuracy and relevance of information and its sources.
4. Use productivity tools for communications, data analysis, information management and decision-making.
5. Describe and use current information systems and technologies

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BFIN 1210 Principles of Banking 3 Credits (3)

Survey of banking in today's economy. Topics include language, documents and processes of banking from the fundamentals of negotiable instruments to contemporary issues.

Learning Outcomes

1. Define and explain the importance of full-service commercial banking.
2. Explain the development of commercial banking in the United States and the federal legislation that shaped its development.
3. Explain the impacts of the banking industry on the economy, the community, and individuals.
4. Describe the major functions of commercial banks and their interrelationships.
5. Explain the functions and importance of the Federal Reserve System.
6. Compare and contrast time and demand deposits.
7. Define negotiable instrument and describe the features that make an instrument negotiable.
8. Explain check paying procedures and regulations.
9. Discuss the importance, necessity and process of bank investments.
10. Describe the role of the bank's board of directors in establishing and overseeing lending policy and identifying basic loan categories.
11. Explain the concepts of liquidity and its importance to the banking industry.

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BLAW 2110 Business Law I 3 Credits (3)

Survey of the legal environment of business and common legal principles including: the sources of law, dispute resolution and the U.S. court systems, administrative law, tort law, contract law, agency and employment law, business structure and governance, ethics and corporate social responsibility. Explores sources of liability and presents strategies to minimize legal risk.

Learning Outcomes

1. Describe the sources of law.
2. Describe and explain dispute resolution and the court systems in the United States.
3. Describe the concepts of negligence, intentional torts and strict liability.
4. Describe and apply the essential aspects of contracts from creation, performance, breach and remedies, including basic contract law from Article 2 of the Uniform Commercial Code.
5. Explain the concept of ethics.

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BMGT 225 Introduction to Commercial Lending 3 Credits (3)

Commercial lending overview, the lending process, portfolio management, and regulation and business development.

Prerequisite(s): BMGT 112

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BUSA 1110 Introduction to Business 3 Credits (3)

Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate.

Learning Outcomes

1. Explain how business and entrepreneurship affect the quality of life and the world around us.
2. Explain the characteristics of the different forms of business ownership.
3. Perform basic stakeholder analysis concerning accountability, ethics and social responsibility of business.
4. Demonstrate knowledge of the various dimensions of the business environment including political and legal, socio-cultural, environmental, diversity, economic, technological, and global.
5. Describe the purpose and functions of finance, operations, marketing, management, accounting, and information systems.
6. Demonstrate basic skills such as use of common business terminology, information search skills, presentation and writing skills, and team skills.
7. Describe the purpose and content of a business plan.

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ECON 2110G Macroeconomic Principles 3 Credits (3)

Macroeconomics is the study of national and global economies. Topics include output, unemployment and inflation; and how they are affected by financial systems, fiscal and monetary policies.

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ENGL 1110G Composition I 4 Credits (4)

In this course, students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading and writing. They will also gain an understanding of how writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. Students will reflect on their own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing.

Prerequisite(s): ACT standard score in English of 16 or higher, or an Accuplacer score 250 or higher, or an SAT score of 430-579 or higher or CCDE 110N with C or higher

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MGMT 2110 Principles of Management 3 Credits (3)

An introduction to the basic theory of management including the functions of planning, organizing, staffing, leading, and controlling, while considering management's ethical and social responsibilities.

Learning Outcomes

1. Explain the major functions of management including planning, organizing, communications, controlling, motivating, leading, and staffing.
2. Recognize major developments in the history of management thought.
3. Describe the basic managerial processes including decision-making and other key skills necessary for managers to perform their roles.
4. Identify an organization's stakeholders and the importance of social and ethical responsibility of managers.
5. Explain the formulation and implementation of strategic planning, including the relationship between goals, plans, vision statements, and mission statements.
6. Describe the strategies managers use to help organizations adapt to changing internal and external environments.
7. Explain organizational change, forces for change, sources of resistance to change, and the techniques managers can use to implement and facilitate change.

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OECS 200 Accounting on Microcomputers 3 Credits (3)

Fundamental accounting principles using popular microcomputer software to include G/L, A/R, A/P, purchase order, billing, inventory, and forecasting modules.

Prerequisite(s): ACCT 2110 or OATS 121

Learning Outcomes

1. Effective communication skills in reading, writing, listening, and speaking.
2. Basic critical thinking skills including problem identification, evidence acquisition, evidence evaluation, and problem solving and analytical decision making.
3. An understanding of personal and social responsibility
4. An ability to apply the fundamental concepts of quantitative reasoning in mathematics and science.

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OECS 211 Word Processing Applications 1-3 Credits

Basic word processing to include composing, editing, formatting, and printing of documents. Prerequisites: BCIS 1110 or OECS 105

Repeatable: under different subtitles listed in the Schedule of Classes for a maximum of 6 credits

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OECS 215 Spreadsheet Applications 1-3 Credits

Use of spreadsheets to include graphics and business applications.

Prerequisites: BCIS 1110 or OECS 105

Repeatable: for a maximum of 6 credits

Learning Outcomes

1. Create and format worksheets/workbooks using features of Microsoft Excel including chart data, styles, and themes.
2. Utilize formulas and functions to create worksheets suitable for professional and personal purposes.
3. Utilize the advanced function of Excel to create templates, work with multiple worksheet, advanced sorting and filtering and data analysis.

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OECS 220 Database Application and Design 1-3 Credits

Creating, sorting, and searching of single and multitable databases to include report generation and programming database commands.

Prerequisite(s): BCIS 1110 OR E T 120 OR OECS 105

Repeatable: for a maximum of 6 credits under different subtitles listed in the Schedule of Classes

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