



Accounting Skills Certificate

COLLEGE OF BUSINESS

20 CREDITS

The first step to becoming a skilled accounting professional

Have you been told you have a head for numbers? Do you enjoy organizing data and managing budgets? Do you balance your checking account to the exact penny? Then you're a prime candidate for Davenport University's Accounting Skills Certificate program.

Learn the foundations of accounting principles and skills with this flexible accounting program.

The Accounting Skills Certificate is the ideal way to learn the basics of accounting and accounting principles, allowing you to get a head start on your career in key accounting jobs such as accounting assistant, accounting technician, accounts payable and accounts receivable administrator, auditing clerk, bookkeeper and financial reporting clerk.

It's an excellent choice to advance your current career by building a baseline of accounting skills with a certificate to document your achievement.

What you can do with this certificate

An accounting certificate is ideal for beginning your career in bookkeeping, accounting, or as an auditing clerk in charge of maintaining a company's financial records, from transactions to loans and statements. You can utilize a broad base of skills, or choose to focus on one area, such as foundational accounting, nonprofit accounting, or accounting information technology.

It also provides you with career credentials that will pave the way to a more advanced degree, like an associate, bachelor's or master's program.

Is this career right for you?

If you're systematic and disciplined, and have an analytic mind, you will likely excel in this field. You must be able to be proficient in multiple accounting software programs. You may be required to organize, sort and record paperwork and records into an orderly system. You may be working with confidential information, meaning you must maintain discretion in your work.

22,061

job openings

anticipated in the United States over the next eight years

\$37,443

average salary

in the United States

95%

of Davenport graduates

are satisfied with their education



Want to know more?

Point your smartphone camera to this QR code to visit the program website.

Experience the Davenport difference



Easy transition to the next program

Easily move onto your associate or bachelor's degree in accounting and beyond after you earn your accounting certificate.



Personalized attention from professors

Smaller classroom sizes mean you get one-on-one attention from expert faculty.



Focus your studies

Choose to focus on one of three program concentrations: Foundational Accounting I and II and Accounting Information Technology.



Build career connections

Participate in campus clubs like Business Professionals of America and DECA, and take part in job shadowing and networking events to build long-lasting professional connections.



Real-world experience

Get hands-on accounting experience and build your credentials with service learning projects like the Volunteer Income Tax Assistance program.



Flexible scheduling

Choose to complete your 20 credits in person or online—whichever suits your schedule.

To apply or view the curriculum, go to davenport.edu/accountingcertificate or call **800.686.1600** to speak with an admissions representative.



Career-centered curriculum and real-world experience

For 150 years, Davenport has stood apart from other universities because of its unrelenting focus on ensuring its graduates rise to the top of the job market. Its unique approach to education offers students a career-centered curriculum and empowers them with real-world experience.

You'll find Davenport provides an education that works for you with its more than 60 bachelor's and master's degree programs, small class sizes, seven-week courses and classes held online or on campuses across Michigan. As a private, not-for-profit university with accreditation by the Higher Learning Commission, you can be assured Davenport will deliver a quality education that's focused on your success.