



# Academic Programs

ACADEMIC CATALOG ADDENDUM  
2012-2013

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(888) 744-GRAD



# ADMISSION

## International Students

On December 4, 2012, Graduate School USA received approval from the Student and Exchange Visitor Program (SEVP) to enroll non-immigrant students under F-1 visas in academic programs. International students are required to demonstrate proficiency in English and must meet all Graduate School USA regulations and the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services' (USCIS) requirements regarding their immigration status.

The deadline for submission of international student applications with accompanying documentation is:

June 1 for the fall semester  
October 1 for the spring semester  
March 1 for the summer term

Students applying for admission under an F-1 visa should contact the International Student Advisor at [internationalstudents@graduateschool.edu](mailto:internationalstudents@graduateschool.edu) or (202) 314-3651 to obtain additional information and instructions for filing an I-20 Certificate of Eligibility form.

# INTERNATIONAL STUDENTS POLICY

## Policy Statement

Graduate School USA is authorized by federal law to enroll non-immigrant students and exchange visitors. The School must comply fully with federal law and regulations regarding admission of non-immigrant students and exchange visitors, and issuance of the I-20 form (Certificate of Eligibility for Non-Immigrant Student [F-1] Status) or the DS-2019 form (Certificate of Eligibility for Exchange Visitor [J-1] Status). Except as restricted by federal law or regulation, School policies apply equally to all students regardless of immigration status.

## **International Student (F-1 Visa Status) Admission**

All students must meet the School's admissions requirements. Students who are eligible for the associate degree programs are admitted for the fall and spring semesters. International students must also meet the following requirements:

- Submit official original language and official English translations of all high school/secondary or college/university academic records. All applicants must be high school graduates and provide an official transcript that indicates the graduation date. All international transcripts must be evaluated at the applicant's expense by an accredited credentialing service. Diplomas alone cannot be used for admissions evaluation and clearance.
- International applicants whose native language is not English and who did not attend an English-speaking institution must take the Test of English as a Foreign Language (TOEFL) exam or International English Language Testing System (IELTS) exam, unless the applicant has received a baccalaureate or graduate degree from an accredited institution in the United States or another English-speaking country.
  - A minimum TOEFL score of 70 iBT; 500 paper; 175 computer or better is considered evidence of English proficiency and will qualify students to enroll in regular undergraduate courses.
  - A minimum IELTS score of 6.0 or better is considered evidence of English proficiency and will qualify students to enroll in regular undergraduate courses.
  - Students with TOEFL scores below the required scores must enroll in the School's developmental English as a second language (ESOL) refresher course and cannot take regular courses until they have successfully completed the course.
- An International Student Supplemental Information form must be completed.
- One of the following forms of proof of adequate financial support must be provided:

- Every international student sponsor must sign Graduate School USA's Statement of Financial Support and have it notarized.
- Evidence of current financial documents: proof of liquid assets (such as savings and/or checking accounts, letter from employer stating annual salary, etc.) sufficient to pay for the entire first year of education and living expenses as well as proof of readily available funds to cover the remaining year(s) of study. Investments with fluctuating values are generally not recommended as viable proof of funds.
- If the student is supporting him- or herself, an affidavit of support with a notary public seal and a current original bank statement showing the account balance in U.S. dollars are required.

The I-20 form is issued by the School only after all admissions requirements are satisfied.

Applicants who currently reside in the U.S. and are eligible to change from a valid USCIS status will be required to submit additional documents (and, in some cases, additional fees to USCIS). F-1 students transferring from other U.S. colleges must have completed an entire semester at the initial college.

In order to maintain valid F-1 status, international students who enroll at the School agree to comply with all immigration requirements as explained on their I-20 form, including full-time enrollment each semester. The International Student Advisor will provide complete information upon the student's arrival at the School.

### **Transfer Applicants**

In addition to complying with the admissions requirements stated above, transfer applicants must show evidence of being in good immigration status by submitting:

- the I-20 form issued by their previous school(s); and
- the Graduate School USA Transfer Form completed by their previous school.

An immigration transfer must be completed **within 15 days** of the beginning of classes during the student's first term at Graduate School USA.

### **Documentation Requirements for All F-1 Student Files**

In order to monitor compliance with all USCIS regulations, the International Student Advisor must maintain a file for all F-1 students containing the following information:

- Copies of the student's passport pages showing:
  - Passport biography page
  - Passport extension page (if available)
  - Visa page
- I-94 Departure Record
- Copy of I-20 form
- Current address
- Date of commencement of studies
- Degree program and field of study

- Dates of previous practical training periods (copies of Employment Authorization Documents [I-766], if available)
- Financial certification documents
- Termination date and reason(s), if known
- Number of credits completed each term
- Transfer in/out documents

## **Maintaining F-1 Status**

All F-1 students are required to participate in International Student Orientation before the beginning of their first term at Graduate School USA.

U.S. Citizenship and Immigration Services (USCIS) regulations 8 CFR 214.2(f)(5) require that international students holding F-1 visas pursue a full course of study except during official school breaks and annual vacations. Compliance with this regulation means that undergraduate students must register for at least twelve (12) credit hours per term.

There are limited exceptions to the full course of study requirement. In the situations below, F-1 students are considered to be maintaining status even if they are not registered in a full course of study.

The International Student Advisor may authorize a reduced course load for one of the following reasons:

- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement
- Illness or medical condition

The International Student Advisor must authorize a reduced course load. A student who drops below a full course of study without the prior approval of the International Student Advisor will be considered out-of-status.

## **Travel and Reentry Policy**

The regulation 8 CFR 214.2(f)(4) states that an F-1 student returning to the United States after a temporary absence of five (5) months or less may be readmitted if the student presents the following:

- A passport that is valid for at least six (6) more months after the student's reentry into the United States
- A valid student visa in the passport or a new F-1 visa at a U.S. consulate while outside the United States
- Original SEVIS I-20 form(s) endorsed for travel by the Designated School Official/International Student Advisor. This endorsement is needed even if the student will be out of the U.S. for only a few hours.

## **Change of Status**

Non-immigrants in the United States who have maintained lawful status may change to an F-1 status if their primary purpose for being in the United States changes. At Graduate School USA, the most common of these situations involve people who enter the U.S. on a tourist visa or as dependents of current F-1 students (F-2 visa holders); these independents cannot start a program unless they are approved by USCIS.

### **Out-of-Status Students – Reinstatement**

If any of the rules to remain in-status are broken, the individual's visa status will become out-of-status, and he or she is considered no longer legally in the U.S., even if the visa in the passport and/or I-20 has not expired. A student who has failed to maintain F-1 student status and wishes to continue studying in the U.S. must regain valid status by applying for reinstatement or reentry to the U.S. with a new I-20.

An International Student Advisor assists students with a reinstatement petition only if the student is eligible for reinstatement according to federal USCIS regulation 8 CFR 214.2(f)(16). An F-1 student is eligible for reinstatement if all of the following conditions apply to the student:

- Has not been out-of-status for more than five (5) months at the time of filing the request for reinstatement, or the failure to file within the five (5) month period was the result of exceptional circumstances and the student filed the request for reinstatement as promptly as possible under these exceptional circumstances;
- Does not have a record of repeated or willful violations of USCIS regulations;
- Is currently pursuing, or intending to pursue, a full-time course of study in the immediate future at the School;
- Has not engaged in unauthorized employment;
- Is not deportable on any ground other than section 237(a)(1)(B) or (C)(i) of the Immigration Act;
- Establishes to the satisfaction of the USCIS, in detail, showing either that:
  - The violation of status resulted from circumstances beyond the student's control. Such circumstances might include serious injury or illness, closure of the institution, a natural disaster, or inadvertence, oversight, or neglect on the part of the Designated School Official (DSO), but they do not include instances where a pattern of violations or where a willful failure on the part of the student resulted in the need for reinstatement; or
  - The violation relates to a reduction in the student's course load that would have been within a DSO's power to authorize, and that failure to approve reinstatement would result in extreme hardship to the student.

Students who do not meet the above eligibility requirements will need to consult with a U.S. immigration attorney. If counsel is required, it is highly recommended that the student seek advice from a lawyer who is a member of the American Immigration Lawyers Association (AILA).

### **Completion Date**

F-1 students have sixty (60) days to remain in the U.S. beyond completion of studies to either prepare for departure or begin authorized practical training. The completion date is the date the student completes his or her studies, not the date of graduation. If the student does not complete his or her



studies and withdraws from Graduate School USA before the end of the semester, the U.S. Citizenship and Immigration Services expects the student to leave the U.S. no later than fifteen (15) days after withdrawing from the School.

### **Program Extension 8 CFR 214.2(f)(7)(iii)**

If a student must remain in an educational program beyond the date originally estimated for completion of the program, the student must apply for an extension with the USCIS through the International Student Advisor. The application must be filed within a thirty (30) day period before the expiration date on the I-20. A student is eligible for an extension if:

- he or she has continually maintained status; or
- the delay in completing the program was caused by compelling academic or medical reasons such as changes of major or research topics, unexpected research problems, or documented illnesses.

*Delays caused by academic probation or suspension are not acceptable reasons for program extension. In these cases, the applicant must apply for reinstatement.*

### **Work Authorization Options**

*Curricular Practical Training [8 CFR 214.2(f)(10)(i)]:* Curricular Practical Training (CPT) is an employment option for F-1 students who are engaged in an academic program and for whom work is considered an integral part of their studies. For a student to obtain this work authorization, the employment must be instrumental to achieving a written course objective.

- Part-Time Training: employment for 20 hours or fewer per week while also enrolled for a full course load is considered “part-time” CPT.
- Full-Time Training: employment for more than 20 hours per week is considered “full-time” CPT. While in “full-time” training, the student does not need to be enrolled for classes in order to maintain F-1 status. There is no limitation upon the length of time the student may participate in CPT, but if the student is in full-time CPT for twelve (12) months, he or she will not be eligible for Optional Practical Training (OPT).

A student may be authorized for twelve (12) months of practical training either on campus or off campus. He or she becomes eligible for another twelve (12) months of practical training upon progressing to the next higher-educational level.

*Optional Practical Training [8 CFR 214.2(f)(10)(ii)]:* Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student’s major area of study. Its purpose is to complement academic work.

- Pre-completion OPT: An F-1 student may be authorized to participate in pre-completion OPT after he or she has been enrolled for one (1) full academic year. The pre-completion OPT must be directly related to the student’s major area of study. Students authorized to participate in pre-completion OPT must work part time while school is in session. They may work full time when school is not in session.

- Post-completion OPT: An F-1 student may be authorized to participate in post-completion OPT upon completion of studies. The post-completion OPT must be directly related to the student's major area of study.

*H-1B Cap-Gap Extension of Duration of Status and Work Authorization:* Duration of visa status and work authorization will be extended for a student on OPT who is the beneficiary of a H-1B petition filed in a timely manner requesting an employment start date of October 1 of the following fiscal year. This would apply to all students on OPT. The extension of duration of status and work authorization would automatically terminate upon rejection, denial, or revocation of the H-1B petition filed on the student's behalf.

*Travel Outside the United States while on OPT:* Reentry provisions of regulations require students on OPT to present the following:

- I-20 endorsed for travel by the International Student Advisor "within the last five (5) months"
- Current Employment Authorization Document (EAD)
- Current F-1 visa
- Valid passport
- Letter from prospective or current employer (highly recommended)

*Economic Hardship Employment for Students in F-1 Status:* The United States Citizenship and Immigration Services (USCIS) considers severe economic hardship to be a situation that is unforeseen and beyond the student's control. These situations may include loss of financial aid or on-campus employment, a significant devaluation of the homeland currency, inordinate increases in tuition, or the unexpected loss of a sponsor.



**PROGRAMS OF STUDY** .....

- Accounting
  - Associate of Applied Science Degree .....
  - Associate of Applied Science Degree, Federal Accounting Concentration.....
  - Associate of Applied Science Degree, Auditing Concentration.....
- Accounting Certificate .....
- Federal Accounting .....
- Auditing Certificate .....
- Internal Revenue Agent Certificate .....
- Contracting Certificate .....

**COURSE DESCRIPTIONS** .....

# PROGRAMS OF STUDY

## ACCOUNTING

### *Associate of Applied Science Degree Program*

Graduate School USA offers an Associate of Applied Science Degree in Accounting designed to prepare students who plan to seek immediate employment in entry-level accounting positions, or who are presently employed in accounting and allied fields and desire advancement. Students are given a strong academic grounding and practical experience in many different areas of study, including accounting principles, income tax, cost accounting, governmental accounting, business principles, computer technology, communication, and broad general education.

#### **General Education Core (29 credits)**

ART101	Arts Appreciation	3 credits*
CAR101	Strategies for Career Success	1 credit**
ENG101	English Composition	3 credits*
ENG110	Introduction to Oral Communication	3 credits*
ENG220	Technical Writing	3 credits*
	<b>OR</b>	
ENG230	World Literature	3 credits
GOV101	American Government	3 credits*
INF101	Introduction to Computer Information Systems	3 credits
MAT101	College Algebra	3 credits*
PSY101	Introduction to Psychology	3 credits*
SCI101	General Science	3 credits
SCI101L	General Science Lab	1 credit

#### **Major Core (36 credits)**

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC120	Federal Income Tax Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
ACC220	Accounting Computer Applications	3 credits*
ACC225	Cost Accounting	3 credits*
ECO210	Principles of Macroeconomics	3 credits*
MGT110	Introduction to Management	3 credits
FIN210	Fundamentals of Business Finance	3 credits*

LAW110	Legal Environment of Business	3 credits
	<b>OR</b>	
LAW220	Commercial Law	3 credits
	Elective	3 credits

### ***Federal Accounting Concentration***

The Federal Accounting Concentration within the Associate of Applied Science Degree in Accounting serves to prepare students who plan to seek immediate employment in entry-level government accounting positions, or who are presently employed in government accounting and allied fields and desire advancement.

### **Federal Accounting Concentration Core (36 credits)**

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC120	Federal Income Tax Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
ACC220	Accounting Computer Applications	3 credits*
ACC225	Cost Accounting	3 credits*
ECO210	Principles of Macroeconomics	3 credits*
ACC230	Governmental and Not-for-Profit Accounting	3 credits*
ACC235	Federal Accountancy	3 credits*
MGT220	Federal Government Policy Development	3 credits*
	Elective	3 credits

### ***Auditing Concentration***

The Auditing Concentration within the Associate of Applied Science Degree in Accounting serves to prepare students who plan to seek immediate employment in entry-level auditing positions, or who are presently employed in the auditing field and desire advancement.

### **Auditing Concentration Core (36 credits)**

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC120	Federal Income Tax Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
ACC220	Accounting Computer Applications	3 credits*
ACC225	Cost Accounting	3 credits*
ECO210	Principles of Macroeconomics	3 credits*
ACC240	Auditing	3 credits*

ACC245	Forensic Accounting	3 credits*
ACC295	Detection of Fraudulent Financial Reporting	3 credits*
	Elective	3 credits

### Electives

ACC230	Governmental and Not-for-Profit Accounting	3 credits*
ACC235	Federal Accountancy	3 credits*
ACC240	Auditing	3 credits*
ACC245	Forensic Accounting	3 credits*
ACC295	Detection of Fraudulent Financial Reporting	3 credits*
ACQ110	Government Contracting Fundamentals	3 credits
FIN210	Fundamentals of Business Finance	3 credits*
LAW110	Legal Environment of Business	3 credits
LAW220	Commercial Law	3 credits
MGT110	Introduction to Management	3 credits
MGT220	Federal Government Policy Development	3 credits*

\* Prerequisite required – see course description.

\*\* Students are required to enroll in this course in their first semester of enrollment.

### Cost Estimate for Accounting Program

Technology Fees – \$35 per semester/term	\$210
Tuition is \$270 per credit (65 credits program total)	\$17,550
Student Lab Fee	\$63
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$3,750
Estimated Total Cost	\$21,651

### ACCOUNTING CERTIFICATE

The Federal Accounting Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn a broad range of accounting skills and principles, including accounting and business principles, computer technology, and communication skills. This certificate responds to the U.S. District of Columbia's Board of Accountancy's educational standard for Certified Public Accountant, which requires a four-year bachelor's degree in accounting or a bachelor's degree acceptable to the Board supplemented with 24 semester hours in accounting and 3 hours in commercial law.

Likewise, this certificate responds to the U.S. Office of Personnel Management's individual occupational minimum educational standard for the Federal Accounting and Budgeting Job Series 0510, which requires a four-year bachelor's degree in accounting or a related field, such as business administration, finance, or public administration, that included or was supplemented by at least 24 semester hours in accounting, which may include up to 6 hours of credit in business law **OR** a combination of education and experience—at least four years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge, which includes 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. These standards and additional background requirements may be found at the following URLs:

<http://www.asisvcs.com/publications/pdf/670918.pdf>

<http://www.opm.gov/qualifications/Standards/IORs/g0500/0510.htm>

It is important to note that obtaining this certificate satisfies OPM's minimum educational standard and qualifies a student to **apply** for open positions.

### Program Courses (30 credits)

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC120	Federal Income Tax Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
ACC220	Accounting Computer Applications	3 credits*
ACC225	Cost Accounting	3 credits*
ACC230	Governmental and Not-for-Profit Accounting	3 credits*
ACC240	Auditing	3 credits*
LAW220	Commercial Law	3 credits

\* Prerequisite required – see course description.

### Cost Estimate for Accounting Certificate Programs

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (30 credits program total)	\$8,100
Professional Association Membership Fee	\$39
Estimated Textbook Costs	\$1,450
Estimated Total Cost	\$9,694

### FEDERAL ACCOUNTING CERTIFICATE

The Federal Accounting Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn a broad range of federal accounting principles, including governmental and not-for-profit accounting. This certificate responds to the U.S. Office of Personnel Management's individual occupational minimum educational standard for the Federal Accounting and

Budgeting Job Series 0510, which requires a four-year bachelor's degree in accounting or a related field, such as business administration, finance, or public administration, that included or was supplemented by at least 24 semester hours in accounting, which may include up to 6 hours of credit in business law **OR** a combination of education and experience—at least four years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge, which includes 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. These standards and additional background requirements may be found at the following URL:

<http://www.opm.gov/qualifications/Standards/IOs/qs0500/0510.htm>

It is important to note that obtaining this certificate satisfies OPM's minimum educational standard and qualifies a student to **apply** for open positions.

### Program Courses (24 credits)

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
	<b>OR</b>	
ACC120	Federal Income Tax Accounting	3 credits*
ACC225	Cost Accounting	3 credits*
ACC230	Governmental and Not-for-Profit Accounting	3 credits*
ACC235	Federal Accountancy	3 credits*
LAW110	Legal Environment of Business	3 credits
	<b>OR</b>	
LAW220	Commercial Law	3 credits

\* Prerequisite required – see course description.

### Cost Estimate for Federal Accounting Certificate Programs

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (24 credits program total)	\$6,480
Professional Association Membership Fee	\$39
Estimated Textbook Costs	\$1,450
Estimated Total Cost	\$8,074

### AUDITING CERTIFICATE

The Auditing Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn a broad range of auditing principles, including current auditing standards and acceptable practices, risk management, and fraud detection. This certificate responds to the U.S. Office of Personnel Management's individual occupational minimum educational standard for the Federal Accounting and Budgeting Job Series 0511, which requires a four-year bachelor's degree in accounting or a related field, such as business administration, finance, or public administration, that included or was supplemented by at least 24 semester hours in accounting, which may include up to 6 hours of credit in business law **OR** a

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combination of education and experience—at least four years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge, which includes 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. These standards and additional background requirements may be found at the following URL:

<http://www.opm.gov/qualifications/Standards/IOs/g0500/0511.htm>

It is important to note that obtaining this certificate satisfies OPM's minimum educational standard and qualifies a student to **apply** for open positions.

### Program Courses (24 credits)

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
	<b>OR</b>	
ACC220	Accounting Computer Applications	3 credits*
ACC240	Auditing	3 credits*
ACC245	Forensic Accounting	3 credits*
ACC295	Detection of Fraudulent Financial Reporting	3 credits*
LAW110	Legal Environment of Business	3 credits
	<b>OR</b>	
LAW220	Commercial Law	3 credits

\* Prerequisite required – see course description.

### Cost Estimate for Auditing Certificate Programs

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (24 credits program total)	\$6,480
Professional Association Membership Fee	\$39
Estimated Textbook Costs	\$1,450
Estimated Total Cost	\$8,074

### INTERNAL REVENUE AGENT CERTIFICATE

The Internal Revenue Agent Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn the broad range of skills necessary to become an entry-level Internal Revenue Agent, including accounting and business principles, computer technology, communication skills, income tax, cost accounting, and governmental and not-for-profit accounting programs. This certificate responds to the U.S. Office of Personnel Management's individual occupational minimum educational standard for the Federal Accounting and Budgeting Job Series 0512, which requires a four-year bachelor's degree in accounting or 24 semester hours in accounting and an additional 6 semester hours in related subjects such as business law, economics, statistical/quantitative methods, computerized accounting or financial systems, financial management, or finance. These standards and additional background requirements may be found at the following URL:



<http://www.opm.gov/qualifications/Standards/IORs/gs0500/0512.htm>

It is important to note that obtaining this certificate satisfies OPM's minimum educational standard and qualifies a student to **apply** for open positions.

This program assumes a level of math proficiency at least equivalent to college algebra. Students who do not possess that level of math proficiency (as measured by the placement test) will be required to enroll in and pass College Algebra (MAT101) prior to entering the program or within their first semester of enrollment in the program.

### Program Courses (30 credits)

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC120	Federal Income Tax Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
	<b>OR</b>	
LAW110	Legal Environment of Business	3 credits
ACC220	Accounting Computer Applications	3 credits*
ACC225	Cost Accounting	3 credits*
ACC230	Governmental and Not-for-Profit Accounting	3 credits*
ACC235	Federal Accountancy	3 credits*
ACC240	Auditing	3 credits
	<b>OR</b>	
ECO210	Principles of Macroeconomics	3 credits*

\* Prerequisite required – see course description.

### Cost Estimate for Internal Revenue Agent Certificate Program

Technology Fees – \$35 per semester/term	\$140
Tuition is \$270 per credit (30 credits program total)	\$8,100
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$1,750
Estimated Total Cost	\$10,068

## CONTRACTING CERTIFICATE PROGRAM

The Contracting Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn a broad range of principles and skills in diverse management topics, including accounting, business, contracting fundamentals, and law. This certificate responds to the U.S. Office of Personnel Management's individual occupational minimum educational standard for the 1102 Federal Contracting Series (GS-5 through GS-12), which requires a four-year bachelor's degree in any subject **OR** at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization

and management. These standards and additional background requirements may be found at the following URL:

<http://www.opm.gov/qualifications/standards/IORs/gs1100/1102.htm>

It is important to note that obtaining this certificate satisfies OPM's minimum educational standard and qualifies a student to **apply** for open positions.

### **Program Courses (24 credits)**

ACQ110	Government Contracting Fundamentals	3 credits
LAW110	Legal Environment of Business	3 credits
LAW220	Commercial Law	3 credits
	Accounting degree courses (any combination of 15 credit hours in accounting [ACC], finance [FIN], law [LAW], economics [ECO], or management [MGT])	15 credits

### **Cost Estimate for Contracting Certificate Program**

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (24 credits program total)	\$6,480
Professional Association Membership Fee	\$39
Estimated Textbook Costs	\$1,450
Estimated Total Cost	\$8,074

# COURSE DESCRIPTIONS

## NOTE:

All Graduate School USA courses have the prerequisite that students place at least at the pre-college English and mathematics level and that their reading skills allow them to be successful; many courses have higher-level prerequisites.

### **ACC110      Financial Accounting      3 credits**

#### **Course Description**

Analysis of business transactions and recording of business data is taught from the perspective of theoretical and practical issues in measurement of income, assets, liabilities, and owner's equity. Annual reports are used to perform financial statement analysis. Alternative accounting methodologies permitted under generally accepted accounting principles (GAAP) are explored.

**Prerequisite:** None

### **ACC115      Managerial Accounting      3 credits**

#### **Course Description**

Focus on the uses of accounting information by managers. Discuss full cost accounting and responsibility accounting, using data collection and analysis, for short- and long-range decisions. Topics include cost behavior, activity-based costing, contribution margin analysis, measurement of cost of goods manufactured, capital budgeting, and management control systems.

**Prerequisite:** ACC110

### **ACC120      Federal Income Tax Accounting      3 credits**

#### **Course Description**

Gain an understanding of federal tax theory and practice as applied to business entities, including gross income, deductions, accounting periods and methods, and property transactions.

**Prerequisite:** ACC110

### **ACC210      Intermediate Accounting      3 credits**

#### **Course Description**

Focus on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory and concepts, financial reporting principles for public corporations, and preparation and analysis of business information relevant and useful to external users of financial reports. This is the first of a two-course sequence in financial accounting and is designed primarily for accounting majors. The course explores theories, principles, and practices, and critically examines real-world financial analysis and reporting issues. The course relies extensively on the case method of instruction.

**Prerequisite:** ACC115

**ACC215 Intermediate Accounting II 3 credits****Course Description**

Intermediate Accounting II focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions, and leases. Included are income tax allocation, financial statement analysis, cash flow statements, and accounting method changes. The course relies extensively on the case method of instruction.

**Prerequisite:** ACC210

**ACC220 Accounting Computer Applications 3 credits****Course Description**

Survey business computer applications, with an emphasis on microcomputers, applications, and software packages used in business. Included are applications with word-processing, spreadsheet, file, and database management systems, and other software packages used in business.

**Prerequisite:** ACC110

**ACC225 Cost Accounting 3 credits****Course Description**

Learn the theory and practice of cost accumulation methods and reporting with emphasis on their use for planning and control. The concepts of budgeting, standards, and profitability analysis are introduced.

**Prerequisite:** ACC115

**ACC230 Governmental and Not-for-Profit Accounting 3 credits****Course Description**

Address concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented.

**Prerequisite:** ACC110

**ACC235 Federal Accountancy 3 credits****Course Description**

Examine contemporary financial accounting and management tools and techniques used by agencies of the federal government in accounting, budgeting, estimating, performance measurement, auditing, decision support, and reporting. The Government's Financial Position and Condition is examined using accrual-based, consolidated financial statements including the Statement of Net Cost, Statement of Operations and Changes in Net Position, Reconciliation of Net Cost and the Unified Budget Deficit, Statement of Changes in Cash Balance from the Unified Budget and Other Activity, Statement of Social Insurance, and Balance Sheet. The major phases and timing of the federal budget process, principal participants and their roles, current issues affecting congressional actions, and how the budget is reviewed and audited are also examined.

**Prerequisite:** ACC110

**ACC240      Auditing      3 credits****Course Description**

Study the practical application of accounting knowledge to the problems of auditing. In addition to focusing on auditing theory, the course is designed to assist the student in the verification of records, the valuation and analysis of accounts, and the presentation of conclusions. The responsibility of the auditor and the audit program are also examined utilizing simulation exercises.

**Prerequisite:** ACC110

**ACC245      Forensic Accounting      3 credits****Course Description**

Survey the field of forensic accounting, including the use of accounting techniques to discover fraud and malfeasance, obtain evidence for legal action, and prevent future illegal activities within various types of organizations. The course uses case studies to simulate real-life situations. These activities are studied in light of recent accounting malfeasance in major corporations and of government investigations into illegal and improper activities in all types of organizations.

**Prerequisite:** ACC240

**ACC295      Detection of Fraudulent Financial Reporting      3 credits****Course Description**

Examine the various types of fraud involving accounting information. Study financial fraud related to major business processes as well as the common techniques used to assess the risk of financial statement fraud. Specific topics may include off-balance sheet liabilities, fraudulent sales, asset valuations, "big bath" accounting, conditional sales, understatement of liabilities, income-smoothing special purpose entries, improper expense capitalization, and improper use of percentage of completion.

**Prerequisite:** ACC240

**ACQ110      Government Contracting Fundamentals      3 credits****Course Description**

Learn the characteristics of government contracts as well as information on the essentials of government contracting, a description of its unique characteristics, the terminology of government contracting, and the various roles of government personnel. Students learn about case treatment concepts, the theory of indirect rates, how to read the FAR and CAS, major regulatory compliance requirements, and the audits that arise out of them. This course provides participants with an overview of the procurement cycle, how to read a government contract, and the current regulatory environment.

**Prerequisite:** None

**ECO210      Principles of Macroeconomics      3 credits****Course Description**

Analyze overall economic activity, including income, production, employment, and prices. Alternative theories of, and policies toward, economic stabilization and growth are examined.

**Prerequisite:** MAT101

**FIN210      Fundamentals of Business Finance      3 credits****Course Description**

This introduction to the field of business finance surveys the methods used by private businesses and corporations in securing and using capital. Major topics of interest include capital budgeting, cost of capital, capital structure, and characteristics of alternative forms of capital.

**Prerequisite:** MAT101

**GOV101      American Government      3 credits****Course Description**

Understand the history and structure of the federal government, and the relationships among federal, state, and local governments. Learn about key foundational documents of the United States government including Thomas Paine's *Common Sense*, the Declaration of Independence, and the Articles of Confederation. Examine the Federalist and Anti-Federalist Papers, and the U.S. Constitution and its amendments. Review the current structure of the federal government including bureaus, agencies, and departments; analyze the problems inherent in balancing the responsibility of individual rights with societal needs; and recognize ethical decision making in a contemporary society.

**Prerequisite:** Placement at college-level English

**INF101      Introduction to Computer Information Systems      3 credits****Course Description**

Learn basic through advanced computer concepts with an emphasis on both current and future technology. Topics include hardware and software, the Internet and World Wide Web, communications and networks, computer security, personal technology, database systems, systems analysis and design, programming languages, and innovations in information technology.

**Prerequisite:** None

**LAW220      Commercial Law      3 Credits****Course Description**

Covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. Studies contracts, agency, negotiable instruments and sales; the legal variable encountered in business and commercial transactions; application to practical problems. Final exam or final project..

**Prerequisite:** LAW110

**LAW110      Legal Environment of Business      3 credits****Course Description**

Learn about the legal system within which business organizations operate, as well as ethical considerations and social and political influences that affect such organizations.

**Prerequisite:** None

**MGT110      Introduction to Management      3 credits****Course Description**

Students are introduced to the complex and dynamic nature of management and to various perspectives that provide insight into how the business world functions.

**Prerequisite:** None

**MGT220      Federal Government Policy Development      3 credits****Course Description**

Analyze the politics, institutions, norms, and participants involved in determining and legitimizing the public policy agenda in the U.S. Application of contemporary theory to critical issues in the public and private sectors is stressed through the use of seminars, case studies, field trips, guest speakers, and projects. Students learn how to use analytical frameworks that explain how the policymaking process works, relates to the substance of policy, and applies to real-world issues. Since the Annual Federal Budget significantly influences federal public policy, students learn to fully grasp the complexity, breadth, and enormity of the budget. A Federal Appropriations Law Seminar is incorporated into the course. Students analyze the interrelationship between budget authority and public policy.

**Prerequisite:** None



# ACADEMIC PROGRAMS ADMINISTRATION, FACULTY, AND STAFF

## ARTS, HUMANITIES, AND SOCIAL SCIENCES DEPARTMENT

### **Dean, Arts, Humanities, and Social Sciences**

Barbara Degorge

*B.A., New York University*

*M.A., Iona College*

*D.A., St. Johns University*