

## 2009 Accounting 101 Courses

### Accounting 101

MUSC campus financial and administrative support personnel are responsible for a variety of accounting and financial duties. Accounting 101 is designed to introduce administrators to 'need to know' information regarding these duties; as well as, basic accounting information. Representatives from MUSC's Finance Division will offer this training in a 9-hour certificate program that focuses on daily, monthly and year-end job responsibilities of administrative and financial support staff at MUSC. While this course is geared to new administrative personnel, it can also serve as a valuable refresher for seasoned administrators.

**Note: Modules may be taken in any order desired. However, such flexibility requires separate registration for each module.**

### Date, Time and Location

**Module 1** 01/14/09 - 9 am – 12 noon College of Nursing, Rm 322  
04/15/09 - 9 am - 12 noon College of Nursing, Rm322  
07/15/09 - 9 am - 12 noon College of Nursing, Rm 322  
10/14/09 - 9 am - 12 noon College of Nursing, Rm 322

Class I: UDAK and Coding  
Class II: Inquiry and Reporting  
Class III: Systems and Security  
Class IV: Journal Entries & IITs  
Class V: Payroll

**Module 2** 02/11/09 - 9 am - 12noon College of Nursing, Rm 322  
05/13/09 - 9 am - 12 noon College of Nursing, Rm 322  
08/12/09 - 9 am - 12 noon College of Nursing, Rm 322  
11/18/09 - 9 am - 12 noon College of Nursing, Rm 322

Class I: Budgeting  
Class II: Accounting for Sponsored Grants and Contracts

**Module 3** 03/11/09 - 9 am - 12noon College of Nursing, Rm 322  
06/17/09 - 9 am - 12 noon College of Nursing, Rm 322  
09/16/09 - 9 am - 12 noon College of Nursing, Rm 322  
12/09/09 - 9 am - 12 noon College of Nursing, Rm 322

Class I: Purchasing and Accounts Payable  
Class II: Property Control  
Class III: Student Accounting  
Class IV: Cashiers Operations  
Class V: International Tax  
Class VI: Accounts Receivable - IDTs