

# 2011 - 2012 Accounting 101 Courses

## Schedule April - June

### 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

04/11/12 - 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

5/09/12 - 9 am - 12 noon College of Nursing, Rm 322

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

#### Module 3

6/13/12 - 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