

Client Accounting and Advisory Services, Undergraduate Certificate

Visit the Accounting Department page (<https://www.uvu.edu/woodbury/accounting/>) for more information on the program and access to advising.

Program Requirements

The Client Accounting and Advisory Services, Undergraduate Certificate equips students with practical expertise in bookkeeping, payroll, and controllership support through applied, hands-on coursework. This program prepares graduates to effectively manage cloud-based accounting platforms, payroll processes, and client advisory functions in both business and outsourced service settings.

Program Requirements

Code	Title	Credit Hours
Total Credit Hours		12
Discipline Core Requirements		12 Credits
ACC 2110	Principles of Accounting I	3
ACC 2250	QuickBooks and Small Business Accounting	3
ACC 3250	Advanced QuickBooks and Industry Accounting	3
ACC 4250	Advisory and Controllershship Practices	3

Graduation Requirements

1. Completion of a minimum of 12 semester credits required for the Certificate.
2. Overall grade point average of 2.5 GPA in all Woodbury School of Business courses. No grade lower than a "C-" in core courses.
3. Residency hours: Minimum of 3 credit hours of business courses through course attendance at UVU.

Graduation Plan

This graduation plan is a sample plan and is intended to be a guide. Your specific plan may differ based on your Math and English placement and/or transfer credits applied. You are encouraged to meet with an advisor and set up an individualized graduation plan in Wolverine Track (<http://www.uvu.edu/wolverinetrack/>).

First Year		Credit Hours
Semester 1		
ACC 2110	Principles of Accounting I	3
Credit Hours		3
Semester 2		
ACC 2250	QuickBooks and Small Business Accounting	3
Credit Hours		3
Second Year		
Semester 3		
ACC 3250	Advanced QuickBooks and Industry Accounting	3
Credit Hours		3
Semester 4		
ACC 4250	Advisory and Controllershship Practices	3
Credit Hours		3
Total Credit Hours		12

Program Learning Outcomes

1. Apply bookkeeping principles and cloud-based accounting tools to accurately record and organize financial data.
2. Implement advanced accounting workflows, including payroll and third-party app integrations, to support efficient CAS operations.
3. Interpret financial performance data and develop advisory insights using budgeting, forecasting, and KPI analysis.
4. Demonstrate the communication and leadership skills necessary to manage client relationships and oversee team-based accounting work.

Tax preparers

- Total Positions 103,800
- Field Growth 4.2%
- Median Salary \$49,010
- Average Openings 12.2

Bookkeeping, accounting, and auditing clerks

- Total Positions 1,663,800
- Field Growth -5.0%
- Median Salary \$47,440
- Average Openings 174.9

Payroll and timekeeping clerks

- Total Positions 160,300
- Field Growth -15.1%
- Median Salary \$52,240
- Average Openings 12.8

Brokerage clerks

- Total Positions 49,700
- Field Growth -2.8%
- Median Salary \$60,150
- Average Openings 5.5

Statistical assistants

- Total Positions 7,900
- Field Growth 0.2%
- Median Salary \$50,510
- Average Openings 0.9