

# Applying to the Post-Bac Certificate in Accountancy Program at OSU-Cascades

**Overview:** Post Baccalaureate students must apply to and become admitted into the Accounting Program before they will be allowed to enroll into ACTG 317. The criteria for successful admission include a completed formal application and satisfactory completion of all prerequisite courses.

The formal application to the Accounting Program must be submitted **by August 1<sup>st</sup>** to be considered to begin in the fall; the program itself only starts in fall term. The application contains five parts including **(1) a cover letter, (2) a resume, (3) a listing of prerequisite courses taken and an unofficial transcript, (4) responses to questions on perspectives, contributions, qualifications, and diverse talents, and (5) a signed ethics statement.** The complete application must be delivered to OSU-Cascades, Tykeson Hall Enrollment Services Desk or email to maribeth.erlich@OSUcascades.edu. Notification of admissions decision will be sent to you via the email noted in your OSU-Cascades application approximately two weeks after submission deadline. Be sure to ***Proof Read*** your application.

## **Other:**

1. Admission into the accounting program is conditional until completion of ACTG 317 with a C grade or better.
2. Students unable to begin ACTG 317 during fall term must reapply for admittance to OSU-Cascades and Accounting Program for the following fall term.
3. Admission to the Accounting Program may be revoked if a C or better is not earned in an accounting course.
4. Certificate students will be taking accounting and business courses with undergraduate students in the program.

### Specific Application Requirements

**I: Cover Letter.** Prepare a cover letter (addressed to ‘OSU-Cascades Accounting Faculty’) expressing in your own words your interest in joining the accounting program and why you believe the Accounting Profession will welcome you as a member.

**II: Resume.** Prepare a resume that includes your education along with your bachelor’s degree information and overall GPA, your work experience and activities, honors, and awards. Your resume should be in an easy-to-read format and should not exceed one page.

**III: Listing of prerequisite courses taken.** Include the grades that you received. Also attach unofficial transcripts of your undergraduate (and other post baccalaureate, if applicable) work. If you took an equivalent to the listed course, write in the course number next to the preprinted one.

Course (or equivalent)	Where taken	Grade
BA 211: Financial Accounting (Introductory),		*
BA 213: Managerial Accounting (Introductory)		*
BA 230: Business Law 1		
BA 302: Business Process Management		
BA 275: Foundations of Statistical Inference		
ECON 201: Introduction to Microeconomics		
BA 360: Introduction to Financial Management		

*\* These grades/fields are required to apply for admission.*

**If you have completed any of the other courses listed or advanced accounting classes, please include those grades (may use space below as well). The courses listed above will need to be completed in the program if you have not completed them prior to applying.**

**IV: Perspectives, contributions, qualifications, and diverse talents.** Address your experience in each category listed below keeping in mind how what you know could contribute to the future community of excellence in the Accounting Program. Limit answers to 100 words per category. If a category does not apply you may leave it blank.

1. Leadership/Group Contributions: Describe examples of your leadership experience in which you significantly influenced others, helped resolve disputes, or contributed to group efforts over time. Consider responsibilities to initiatives taken in or out of school.

2. Knowledge in a field/creativity: Describe any special interests and how you have developed knowledge in these areas. Give examples of your creativity- the ability to see alternatives; take diverse perspectives; come up with many, varied, or original ideas; or willingness to try new things.

3. Dealing with adversity: Describe the most significant challenge you have faced and the steps you have taken to address this challenge. Include whether you turned to anyone in facing the challenge, the role the person played, and what you learned about yourself.

4. Community service: Explain what you have done to make your community a better place to live. Give examples of specific projects in which you have been involved over time.

5. Handling systemic challenges: Describe your experiences facing or witnessing discrimination. Tell us how you responded and what you learned from these experiences and how they have prepared you to contribute to the OSU community.

6. Goals/task commitment: Articulate the goals you have established for yourself and your efforts to accomplish these. Give at least one specific example that demonstrates your work ethic/diligence.

**V: Statement of Ethics.** Read and sign the Accounting Program Statement of Ethics.

### **OSU Accounting Program Statement of Ethics**

**Profession:** a calling requiring specialized knowledge and often long and intensive academic preparation.

**Professional:** characterized by or conforming to the technical or ethical standards of a profession.

**Professionalism:** the conduct, aims, or qualities that characterize or mark a profession or a professional person.

**Integrity:** adherence to a code of moral, artistic, or other values.

The OSU-Cascades Accounting Program prepares students for careers in the accounting profession. The accounting profession requires an intensive knowledge of business practices and accounting procedures and a personal commitment to integrity and high ethical standards. To foster a culture that reinforces ethical conduct and finds unethical conduct unacceptable, all accounting students and faculty are expected to make such a personal commitment.

For accounting students and faculty, Accounting Program Ethics means that, at a minimum, they will not :

- give or receive any unauthorized aid on an assignment or exam,
- plagiarize or otherwise misrepresent the originality of one's work or submit the work of another for their own credit,
- submit substantially the same work for credit in more than one class, except with prior approval of the instructor,
- misrepresent the truth to a faculty member or fellow student,
- access, remove, or destroy any information, materials, or other property belonging to a faculty member or another student without their permission, or
- tolerate unethical behavior by others, and will:
- be respectful of others, and
- protect the integrity of the Accounting Profession.

By signing below you acknowledge that you understand and agree to follow the ethical standards of the Accounting Profession.

Printed name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_