

Area of Study: **Business and Information Technology**
 Pathway: **Accounting Assistant**
 Type: **Certificate**
 Curriculum Code: **BUS.ACC.CERT (C306A)**

(Total Program Credits: 31)

For students seeking to enter or progress in the accounting profession beyond bookkeeping level, such as in the areas of accounts payable, accounts receivable, tax and general ledger support.

PROGRAM LEARNING OUTCOMES:

At the successful completion of the Accounting Assistant Certificate, the graduate will be able to:

- assemble the entire accounting cycle by analyzing business transactions, composing journal entries, preparing trial balances, and reporting the results in the financial statements;
- differentiate between variable and fixed costs, direct and indirect costs, and product and period costs;
- prepare the master budget including schedules for budgeted sales, production, operating expenses, and cash;
- calculate an individual taxpayer’s taxable income by applying appropriate deductions to the gross income; and
- manage workbooks, formulas, and data by using appropriate Excel tools.

Placement Measures MAT, RHT, and COL sequence placement will be determined by an Academic Advisor. Contact your Academic Advisor or Transfer Specialist (if transferring), before registering for courses. *Developmental education courses do not transfer. They assist students in the path towards college credit.*

Program Map for Full-Time Students

Semester One: Fall	Category	Next Steps
ACC 101 Financial Accounting (4)	<i>Required</i>	Meet with your Academic Advisor to create an academic plan. Explore stackable certificate(s)/degree(s)
BUS 141 Introduction to Business (3)	<i>Required</i>	
BUS 161 Business Law I (3)	<i>Required</i>	
BUS 107 Microsoft Office in Business Applications (3)	<i>Required</i>	

13 Credit hours

Semester Two: Spring	Category	Next Steps
ACC 105 Managerial Accounting (3)	<i>Required</i>	Meet with your Academic Advisor to update your academic plan.
BUS 102 Small Business Accounting (3)	<i>Required</i>	
CIS 155 Microsoft Excel I (3) OR	<i>Required</i>	Create a Transferology account to explore

CIS 157 Microsoft Access I (3)		how coursework transfers. Attend a Transfer 101 Workshop . (if applicable)
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9 Credit hours

Semester Three: Fall	Category	Next Steps
ACC 256 Tax Accounting (3)	<i>Required</i>	Meet with your Academic Advisor to finalize your academic plan for graduation and register for stackable certificate/degree (option). Submit graduation petition by deadline (check for the specific date in catalog or syllabus.)
BUS 188 Business Writing (3)	<i>Required</i>	
CIS 161 Microsoft Excel II (3)	<i>Required</i>	

9 Credit Hours

See ACC course descriptions (p.); BUS course descriptions (p.).

Coordinator: Dr. William M. Griffin, Ext. 3579