

ACCOUNTING ASSISTANT



One-Year Embedded Technical Diploma 31-101-1

The Accounting Assistant program will provide students with the skills necessary to perform entry-level bookkeeping and accounting functions for local employers. Accounting Assistants enter data into the accounting information system in order to prepare and process payroll, accounts payable, accounts receivable, and cash. The program serves as a solid foundation for further study in the accounting field and can be easily transferred into the two-year associate degree accounting program. The courses are designed for online, blended and traditional formats.

- Prepare financial statements and the related schedules in conformity with generally accepted accounting principles
- Apply accounting skills and principles creatively and innovatively in accordance with the standards of professional ethics
- Process financial transactions throughout the accounting cycle
- Analyze basic financial and business information to support planning and decision-making
- Perform payroll preparation, reporting, and analysis tasks

Semester 1		Credits
101-111	Accounting I	4
103-126	Introduction to QuickBooks	1
103-138	Word Documents	2
102-148	Introduction to Business and Management	3
804-134	Mathematical Reasoning	3
801-136	English Composition 1	3
Credits		16

Semester 2		Credits
101-112	Accounting II	4
101-130	Accounting Information Systems	3
101-135	Payroll Accounting	2

101-136	Computerized Accounting	2
103-107	Intermediate Excel	2
Credits		13
Total Credits		29