

ACCOUNTING ASSISTANT CERTIFICATE GUIDE

PROGRAM GOAL

Prepare the student for entry-level assistant positions in A/P, A/R, billing, payroll, or in the financial services industry, such as bank teller or tax assistant. The student builds soft skills in customer service and communication with applicable computer skills. **Exit Requirements:** Completion of all coursework grade C or better, 30+ wpm, 80% Attendance.

LEARNING OUTCOMES

1. Describe and apply accounting principles and concept.
2. Describe and apply basic payroll theory and procedures, including withholding and tax reporting.
3. Create and maintain financial statements using accounting computer software.
4. Apply standard business English to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style and usage.
5. Use a variety of business applications software including work processing, spreadsheet and database; discuss current technology and trends.

ACCOUNTING ASSISTANT (615-645 Hours)

COURSE	COURSE TITLE	HRS	SEMESTER	M T W R F S	TIME	START DATE	END DATE
AAPS 1111	Orientation to NC Certificates	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
ACBO 9201	Accounting I - Proprietorship OR	90		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
ACBO 9206	Basic Accounting I	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
ACBO 9207	and Basic Accounting II	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
ACBO 9205	QuickBooks Complete OR	90		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
ACBO 9208	QuickBooks Level I	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
ACBO 9209	and QuickBooks Level II	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
ACBO 910	Income Tax Prep: Intro	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9245	Window Essentials for MS Office	30		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9932	Excel for Accounting Principles	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9904	Microsoft Excel for Business II OR	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9867	MS Essentials I	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9895	and MS Essentials II	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9888	and MS Essentials III	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 4503	Business English OR			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 4500	and Business English I	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 4501	and Business English II	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 4510	Business Communications	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 3501	Customer Service Skills	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 5505	Keyboarding Quick	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 5506	Computer Keyboarding: Numeric	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9889	Intro to MS Office Apps for Bus	90		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	OR ALL OF THE FOLLOWING			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9952	Internet & E-mail for Bus. Office	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9964	and MS Outlook Essentials I	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
WOPR 9991	and MS Word Essentials I	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
WOPR 9993	and MS Word Essentials II	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9894	Microsoft Access Essentials I	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 3500	Job Preparation OR	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
LERN 1062	Job Search Skills	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			