

Accounting Assistant: Certificate

This certificate prepares students for positions in various professional fields, entry-level accounting positions using key accounting practices and techniques, provides students with a foundation to perform various accounting tasks. These skills are adaptable for work with accounting firms as well as, retail, manufacturing and numerous other industries, also includes possible internship opportunities with the college campus and local business offices.

Semester Plan: Course	Title Credit Hours
Intro to Accounting (ACC 1003)	3
Payroll (ACC1023)	3
Computer Concepts and Applications (OTC1001)	3
Computerized Accounting (ACC1033)	3
Business Math (BUS 1013)	3
Financial Accounting (ACC1044)	3