

# Accounting Assistant Certificate



## Business Technologies Division

### For Program Questions:

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[www.northweststate.edu](http://www.northweststate.edu)

NSCC is accredited by:  
The Higher Learning Commission  
(312) 263-0456

[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

## Accounting Assistant Certificate

Accounting is an excellent foundation for any type of business or office position. Most managerial positions require at least some understanding of accounting functions. The one-year certificate program provides students with accounting skills in balance sheets, income statements, payroll accounting and personal tax accounting.

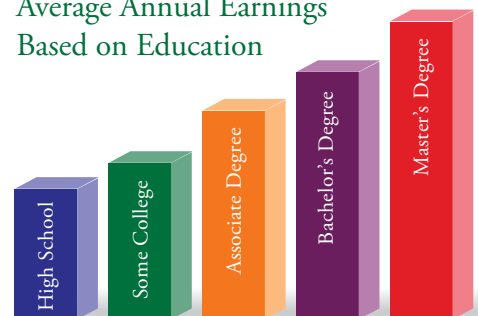
Those who complete the program are employable within one academic year as a payroll clerk, accounts payable clerk, accounts receivable clerk or general accounting bookkeeper in business or industrial organizations. The student can earn the associate degree by completing one year of full-time study beyond the Accounting Assistant Certificate.

## Career Outlook

As the economy grows, the number of businesses will increase as well as the need for accountants. The accounting profession generally has a low rate of turnover; therefore, openings will be primarily created through retirements and promotions.

## Education Pays

Average Annual Earnings  
Based on Education



2011-2012

Based on data from the Bureau of Labor Statistics

# Program Sequence

## First Semester

		<i>Credits</i>
+ ACC111	Financial Accounting	4
+ ACC120	Payroll Accounting	3
ENG111	Composition I	3
	Business Elective	3
	Mathematics Elective	3
		16

## Second Semester

		<i>Credits</i>
+ ACC112	Managerial Accounting	4
+ ACC140	Individual Income Tax Accounting	3
ENG112	Composition II	3
CIS114	Microsoft Applications	3
+	Computer Accounting Electives (3)	3
		16

**Total Program Credit Hours** **32**

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

*Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information.*



# Accounting Assistant Certificate

## Department of Business

### **PROGRAM NAME & LENGTH**

**Name of Program:** Accounting Assistant

**Level of Program:** Certificate

**Program Length:** 2 Semesters

### **RELATED OCCUPATIONS**

**U.S. Department of Labor's Standard Occupational Classification (SOC) code:**

43-3031 Bookkeeping, Accounting, and Auditing Clerks

**Link(s) to the U.S. Department of Labor's O\*Net Occupational Profiles:**

<http://www.onetonline.org/link/summary/43-3031.00>

### **COST:**

**Total Tuition:** \$2,176

**Fees:** \$85

**Total Est. Costs for Books and Supplies:** \$888

### **DEBT AT PROGRAM COMPLETION**

Number of students completing the program between July 1, 2010 and June 30, 2011

**Number of 2010-2011 Graduates:** 1 Student

For all Students completing program, the median cumulative debt for:

**Federal Student Debt:** Not Disclosed

### **PROGRAM COMPLETION IN NORMAL TIME**

**Normal Time in Months to Complete Program:** 8 Months