

Accounting Assistant Certificate

Program Description

The Accounting Assistant certificate program is designed to provide the student an expanded knowledge of basic accounting and business principles while emphasizing communication and computer skills.

The Accounting Assistant program prepares the student for entry-level employment as an accounting assistant and provides for the upgrading of skills of individuals already employed.

Program Contacts

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Program Outcomes

Upon successful completion of the Accounting Assistant Certificate program, the learner will be able to:

1. Apply accounting principles to prepare general purpose financial and tax statements. (ACC 115, ACC 121, ACC 122, ACC 131, ACC 132, ACC 162, ACC 231, ACC 296)
2. Identify and analyze ethical issues in business. (ACC 115)
3. Synthesize basic accounting theory with financial accounting applications. (ACC 121, ACC 122, ACC 131, ACC 132, ACC 161, ACC 162, ACC 231)
4. Prepare basic income tax returns. (ACC 115, ACC 122, ACC 161)

Program Requirements

A minimum of 27 credit hours is required to complete the Accounting Assistant Certificate.

Course	Course Title	Credit Hours
ACC115	Basic Tax Planning	3
ACC121	Introductory Accounting	3
ACC122	Payroll Accounting	3
ACC131	Principles of Accounting I	3
ACC132	Principles of Accounting II	3
ACC161	Cmptr Acct w/ QuickBooks	2
ACC162	Excel/Access-Accounting	3
ACC231	Intermediate Accounting I	4
OR	ACC296 Internship: Accounting	3
AND	BSA102 Career Search and Success	1
	CSA126 Microsoft Office	3