

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

O*Net Online projects a bright outlook for accounting degree students. Bright outlook occupations are expected to grow rapidly in the next several years, will have large numbers of job openings, and to have new and emerging occupations. Most occupations in this area require training in vocational schools, related on-the-job experience, or an associate degree. Job training for employees in these occupations usually needs one or two years of training involving both on-the-job experience and informal training with experienced workers.

Typical job tasks include compiling data, computing fees and charges, and preparing invoices for billing purposes. Duties include computing costs and calculating rates for goods, services, and shipment of goods; posting data, and keeping other relevant records.



Business & Public Services Division



Questions:

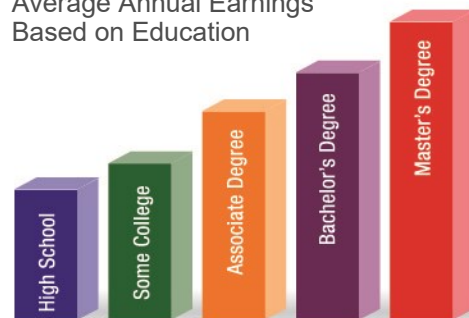
NSCC Admissions Office
(419) 267-1320
admissions@NorthwestState.edu

www.NorthwestState.edu

2019-2020

Education Pays

Average Annual Earnings
Based on Education



Based on data from the Bureau of Labor Statistics

NSCC is accredited by:
The Higher Learning Commission
(312) 263-0456
www.ncahigherlearningcommission.org

PROGRAM SEQUENCE

First Semester		Credits
+ACC111	Financial Accounting	3
+ACC120	Payroll Accounting	3
ENG111	Composition I	3
	Business Elective	3
	Mathematics Elective	3
		15

Second Semester		Credits
+ACC112	Managerial Accounting	3
+ACC140	Individual Income Tax Accounting	3
ENG112	Composition II	3
CIS114	Microsoft Applications	3
+	Computer Accounting Elective	3
		15

Total Program Credit Hours **30**

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

Gainful employment information for NSCC's certificate programs can be found online at:

<https://northweststate.edu/gedt/accounting/>

Gainful employment information includes: estimated cost of the program, average student loan debt and types of jobs available.