

ACCOUNTING ASSISTANT- BOOKKEEPING EMPHASIS (ATC)

Advanced Technical Certificate

Career-Technical Program

Interest Areas:

Business Admin. and Management

The Accounting Assistant program prepares students for occupational opportunities in the field of bookkeeping including payroll clerk, accounts receivable clerk, accounts payable clerk, and full-charge bookkeeper. Bookkeeping and related fields involve the day-to-day analyzing and recording of business transactions, preparing payroll, preparing financial reports, filing state and federal forms, analyzing data, and making decisions. Students will complete general education, general business, and accounting specific courses that will lead to an intermediate technical certificate, an advanced technical certificate, or an associate of applied science degree. Emphasis is placed on manual and computerized accounting applications, current business taxes, credit, collection, and payroll. During the final semester of the A.A.S. degree, students will participate in an accounting internship which is the capstone course for this program. The internship will include tips on job hunting, 135 hours of an off-campus internship, resume writing, interviewing skills, and occupational relations.

Note: To meet industry recommendations, students must possess keyboarding skills of at least 35 wpm with 95% accuracy. NIC will assess this skill in the CAOT-120 course.

Contact Information:

Business & Professional Programs Division

Hedlund Building, Room 101

Phone: (208) 769-3226

Program Website (<https://www.nic.edu/accountingassistant/>)

Program Requirements

Course	Title	Credits
Semester 1		
ACCT-110 or ACCT-201	Small Business Accounting or Principles of Accounting	3
ACCT-150	10-Key Skill Building	1
BUSA-101	Introduction to Business	3
CAOT-130	Spreadsheets/Excel I	1
ENGL-101 or ENGL-101P	Writing and Rhetoric I or Writing and Rhetoric I	3
Select one of the following:		3-5
BLDR-120	Financial Business Applications	
MCTE-101	Technical Mathematics	
GEM 3 - A.A.S. Mathematical Ways of Knowing		
Credits		14-16
Semester 2		
ACCT-111 or ACCT-202	Small Business Accounting II or Managerial Accounting	3

CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I	1
CAOT-131	Spreadsheets/Excel II	1
COMM-101	Fundamentals of Oral Communication	3
GEM 6 - A.A.S. Social and Behavioral Ways of Knowing		3

Credits 12

Semester 3

ACCT-140	QuickBooks	3
ACCT-244	Credit and Collections	3
ACCT-243	Accounting Ethics Fraud Examination	3
ACCT-246	Current Business Taxes	3

Credits 12

Semester 4

ACCT-113	Payroll Accounting	3
ACCT-242	Cost Accounting	3
ACCT-248	Accounting Internship	4
CAOT-250	Office Skills Capstone	1
BUSA-211	Principles of Management	3

Credits 14

Total Credits 52-54

Course Key



GEM



AAS
Institutionally
Designated



Gateway



Milestone

Program Outcomes

Upon completion of the program, students will be able to:

1. Demonstrate appropriate work relationships and habits, communication skills, and computation skills used in business.
2. Analyze and record financial transactions in a manual and computerized accounting system utilizing generally accepted accounting principles (GAAP).
3. Prepare financial statements according to generally accepted accounting principles.
4. Process payroll transactions in accordance with current payroll reporting requirements.
5. Complete accounting cycle tasks using general ledger accounting software.
6. Identify internal controls to reduce risk.
7. Utilize current income tax resources to prepare personal income tax returns.
8. Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.
9. Describe current law, practices and policies for establishing, managing and collecting on both consumer and business credit accounts.
10. Solve organizational cost accounting problems using tools for identifying cost behaviors and by applying cost accounting techniques.