

BOOKKEEPING FUNDAMENTALS (ITC)

Interm Technical Certificate

Career-Technical Program

The Bookkeeping/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 bookkeeping/accounting specific courses that will lead to a Basic Technical Certificate, 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, fraud investigation, and payroll.

Contact Information:

Career & Technical Professional Programs Division

Hedlund Building, Room 101

Phone: (208) 769-3226

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

Course Key



GEM



AAS
Institutionally
Designated



Gateway



Milestone

Upon completion, the student should 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. Develop skill and proficiency using the latest version of QuickBooks. Proficiency leads to certification.

Course	Title	Credits
Semester 1		
BOAA-110 or ACCT-201	Small Business Accounting or Principles of Accounting	3
BOAA-150	10-Key Skill Building	1
BUSA-101	Introduction to Business	3
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I ¹	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-183 or ENGL-101 or ENGL-101P	Business Editing and Proofreading or Writing and Rhetoric I or Writing and Rhetoric I	3-4
Select one of the following:		3-5
BLDR-120	Financial Business Applications	
MCTE-101	Technical Mathematics	
GEM 3 - Mathematical Ways of Knowing		
Credits		16-19
Semester 2		
BOAA-111 or ACCT-202	Small Business Accounting II or Managerial Accounting	3
BOAA-113	Payroll Accounting	3
BOAA-140	Quickbooks	3
CAOT-131	Spreadsheets/Excel II	1
CAOT-140	Database/Access I	1
CAOT-184	Records Systems Management	3
CAOT-210	Office Procedures and Technologies	3
Credits		17
Total Credits		33-36

¹ 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.