

## ACCOUNTING ASSISTANT CERTIFICATE (33 credits) Certificate 99-9101

Students may choose to receive a certificate as an Accounting Assistant upon satisfactory completion of the first two semesters of the Accounting Associate Degree Program. With this certificate, you will be better prepared for entry level positions related to accounts receivable, accounts payable, payroll, bookkeeping, and other related office functions. Students selecting this option may return to BTC at a later date (in accordance with the College's advanced standing policy) to complete the Associate Degree in Accounting.

	Course Name	Credits	Lec-Lab
<b>Semester 1</b>			
101-111	Accounting I	4	2 - 4
101-130	Accounting Information Systems	3	3 - 0
103-116	Introduction to MS Word	1	0 - 2
106-145	Information Technology Essentials	3	2 - 2
801-195	Written Communication	3	3 - 0
804-123	Math with Business Applications	3	3 - 0
<b>Semester 2</b>			
101-105	Accounting Spreadsheets <sup>1</sup>	3	1 - 4
101-112	Accounting II <sup>1</sup>	4	2 - 4
101-135	Payroll Accounting <sup>1</sup>	2	1 - 2
101-136	Computerized Accounting <sup>1</sup>	1	0 - 2
801-196	Oral/Interpersonal Communication	3	3 - 0
809-166	Intro. to Ethics: Theory & Application	3	3 - 0

<sup>1</sup>Course has prerequisites.

Refer to the Blackhawk Technical College Catalog for the Accounting Associate Degree program description & courses.

### Course Descriptions

**101-105 Accounting Spreadsheets 3 Credits**  
 This course provides hands-on experience in reporting financial data utilizing a popular spreadsheeting program. The course focuses on the application of spreadsheeting software in the Accounting profession. A working knowledge of Microsoft Windows and a basic knowledge of the accounting cycle are recommended. It is helpful to take Accounting I concurrently.

**101-111 Accounting I 4 Credits**  
 This is an introductory course to the basic structure of accounting. Fundamental accounting concepts and principles are presented with their application to the analysis and recording of business transactions through the use of problems and a practice set. The course focus is on journalizing, posting, preparing financial statements, accounting for merchandisers, purchases, and banking transactions. A working knowledge of Microsoft Office is highly recommended.

**101-112 Accounting II 4 Credits**  
 Accounting II is a continuation of Accounting I. Account groups are studied for their composition, valuation, recognition, and appropriate accounting treatment. The accounting groups focused on are: receivables, inventory, fixed assets, and current liabilities. In addition, managerial/cost accounting concepts and principles, and cost-volume-profit analysis are introduced. **Prerequisites: 101-105 Accounting Spreadsheets, 101-111 Accounting I, 804-110 Elementary Algebra with Applications**

**101-130 Accounting Information Systems 3 Credits**  
 This course helps students develop their professional judgment as accountants while studying the flow of information in an organization. Using scenarios, each transaction cycle is analyzed and studied for internal control weaknesses. Based on the analysis, the students are required to identify ways to strengthen any weakness identified. Students will learn flowcharting techniques and principles of system design.

**101-135 Payroll Accounting 2 Credits**  
 This course emphasizes methods of computing wages and salaries, methods for keeping payroll records and the preparation of government reports. Included is a project requiring the student to record all the payroll information for a business during a three-month operating period. **Prerequisites: 101-111 Accounting I, 804-110 Elementary Algebra with Applications**

**101-136 Computerized Accounting 1 Credit**  
 This course is designed to build the bridge between a manual accounting system and a computerized system, explaining the "behind-the-scenes" actions of the computerized system. A popular computerized accounting software package is used to record business transactions within a computerized system and produce financial statements and various other reports for management. This course is designed to provide the user with an intermediate level of proficiency in a computerized accounting software package. **Prerequisite: 101-111 Accounting I or equivalent experience**

**103-106 Introduction to MS Office 3 Credits**  
 This course will introduce students to the Microsoft Office Suite and overview many of the core competencies of Outlook, Word, Excel, Access, PowerPoint, and Explorer. Students will develop the use of technology for both problem solving and decision-making and will be expected to learn to use the resources available to search for answers to problems.

**103-116 Introduction to MS Word 1 Credit**  
 Learn to use Microsoft Word 2007 as a word processor to create documents such as reports, letters, and research papers. You can even publish brochures, newsletters, and announcements with additional training. Students will learn to create, edit, format and print a variety of business and school documents and become proficient with powerful editing tools such as spelling and grammar checkers, Thesaurus, and Autocorrect.

**106-145 Information Technology Essentials 3 Credits**  
 This course provides an introduction to computers and information processing terms, hardware, software, networks, and buying a computer. Major topics also include effective use of a web browser, Microsoft Outlook's electronic mail, calendar, and contacts modules, and the basics of Windows operating system. Touch keyboarding skills are recommended.

**801-195 Written Communication 3 Credits**  
 Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. Word processed assignments and a 5-7 page research paper are required

**801-196 Oral/Interpersonal Communication 3 Credits**  
 Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.

**801-197 Technical Reporting** **3 Credits**

The student will prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course. **Prerequisite: 801-195 Written Communication**

**804-123 Math with Business Applications** **3 Credits**

This course covers...real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

**804-118 Intermediate Algebra** **3 Credits**

This course offers algebra content with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions.

**809-166 Introduction to Ethics:  
Theory and Application** **3 Credits**

This course provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.

**Refer to BTC Catalog for complete course descriptions, program standards, and prerequisites information. BTC is an equal opportunity, access, affirmative action employer and educator.**