

Accounting Assistant Diploma

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Related programs:

[Accounting Certificate](#)

[Accounting Assistant Diploma](#)

[Accounting Specialist AAS](#)

Program Information

The Accounting program is designed to provide students with the necessary knowledge and skills for entry-level accounting positions. The program will also take the student through balance sheets, financial statements, income tax analysis and cost accounting.

The second year of the Accounting program is comprised of advanced level courses to increase the skill level of the student and thus contribute to potentially more rapid advancement upon employment.

This program is offered in West Burlington, Keokuk, and online. Keokuk students will be required to enroll in courses at either the West Burlington campus, online, or both to complete this program.

The [Accounting Certificate](#) is awarded after successful completion of first semester courses.

The Accounting Assistant diploma is awarded after successful completion of the first and second semester courses.

*Certificate and diploma can be earned one time.

Instructor and Staff

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Program Requirements

Fall Semester I	Credit
ACC-161 Payroll Accounting	3
CSC-110 Introduction to Computers	3
ENG-105 Composition I	3

Take WBL-155 as 1 Credit:

WBL-155 Job Shadowing: Business, Finance, Marketing, Management	2-3
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Take 1 of 2 courses:

ACC-131 Principles of Accounting I	4
ACC-142 Financial Accounting	3

Take 1 of 2 courses:

BUS-102 Introduction to Business	3
MAT-140 Finite Math	3

Semester Total..... 16-18

Spring Semester I	Credit
ACC-261 Income Tax Accounting	3
BCA-152 Comprehensive Spreadsheets	3
BUS-180 Business Ethics	3
BUS-185 Business Law I	3

Take 1 of 2 courses:

ACC-132 Principles of Accounting II	4
MAT-165 Business Calculus	3

Semester Total..... 15-16

Program Total.....31-34