

# BUSINESS MANAGEMENT: ACCOUNTING ASSISTANT - CERTIFICATE

 Cultural Literacy course

Career Pathway Certificate of Completion | mhcc.edu/BusinessPrograms

## Faculty Advisers

**Harry DeWolf:** 503-491-6025 | Room AC2685 | Harry.DeWolf@mhcc.edu

**Amber Lamadrid:** 503-491-7226 | Room AC2684 |

Amber.Lamadrid@mhcc.edu

Students who want a career that provides continuous opportunities for growth and recognition will find the Accounting Assistant Career Pathways Certificate a great choice.

Each term provides additional skills that will prepare students for entry-level positions. Skills from data entry, use of basic accounting systems, business terminology, payroll processing, technology, and spreadsheets are just a few of the skills taught to prepare students for job opportunities.

Students completing the Accounting Assistant program can continue on to the Accounting Clerk Certificate and Business Management: Accounting AAS degree program to expand their knowledge and skills.

## Program Outcomes

At the completion of this program, students should be able to:

- Demonstrate skills in basic data entry and database management
- Apply knowledge of basic accounting systems in business situations
- Demonstrate knowledge of payroll processing, terminology and spreadsheets

**Note:** Students must earn a grade of "C" or better in all accounting classes in order to be awarded this Career Pathway Certificate of Completion. The Accounting Assistant certificate program is not financial aid eligible.

Course	Title	Credits
<b>First Quarter</b>		
<b>Winter</b>		
BA101	Introduction to Business ★	4
BA131	Introduction to Business Computing ★	4
BA211	Financial Accounting I ★	4
	Credits	12
<b>Second Quarter</b>		
<b>Spring</b>		
BA177	Payroll Accounting and Payroll Tax Filing Requirements ★	3
BA228	Computer Accounting Applications ★	3
BT210ZEB	Excel - Level II	1
	Credits	7
	Total Credits	19

★ Course offered online