

Accounting - Accounting Assistant Diploma

Related programs:

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[Accounting Diploma](#)
[Accounting AAS](#)
[Accounting Certificate \(Online\)](#)
[Accounting Diploma \(Online\)](#)
[Accounting AAS \(Online\)](#)

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
krosenberg@scciowa.edu
BBA, University of Iowa
MA, University of Iowa

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.

Where will this take me?

Accounting Clerk
Inventory Clerk
Accounts Payable Clerk
Bookkeeper
Payroll Clerk
Tax Accountant Clerk

Instructor and Staff

Southeastern Community College values diversity in all its forms. Please visit <https://www.scciowa.edu/non-discrimination-statement.aspx> to view our non-discrimination statement.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at <http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx>

West Burlington Campus (Keokuk campus offers select courses)

Program Requirements

Fall Semester I		Credit
ACC-161	Payroll Accounting	3
ACC-311	Computer Accounting	3
CSC-110	Introduction to Computers	3
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.....		15-16
Spring Semester I		Credit
ACC-261	Income Tax Accounting	3
BCA-152	Comprehensive Spreadsheets	3
ENG-105	Composition I	3
Take 1 of 2 courses:		
ACC-132	Principles of Accounting II	4
MAT-165	Business Calculus	3
Take 1 of 2 courses:		
ECN-130	Principles of Microeconomics	3
PSY-111	Introduction to Psychology	3
Semester Total.....		15-16
Program Total.....		30-32