

# Accounting - Accounting Assistant Diploma

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

Related programs:

[Accounting Certificate](#)

[Accounting Diploma](#)

[Accounting AAS](#)

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**

Renee Smith  
Professor - Business  
(319) 208-5194  
rsmith1@sciowa.edu

Sau Kuen Yam  
Instructor - Accounting  
(319) 208-5217  
syam@sciowa.edu

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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: Job Shadowing: Business, Finance, Marketing, and Management	1-2
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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