

# ACCOUNTING ASSISTANT, BUSINESS SPECIALIST/ACCOUNTING, COMPUTER ACCOUNTING

**“Be audit you can be!” Behind every good business, is a GREAT accountant! Being able to master the skills to get you there at Indian Hills is Life. Changing!**

YEAR ONE					
TERM	CLASS	NAME	CREDITS	DAYS	TIME
FALL	CSC 110	Introduction to Computers	3	MW	08:00 - 09:50
	ACC 121	Principles of Accounting I	3	TTH	08:00 - 09:50
WINTER	ADM 134	Business Math	2	MW	08:00 - 09:50
	BCA 142	Spreadsheets	3	TTH	08:00 - 09:50
SPRING	ACC 311	Computer Accounting	3	MW	08:00 - 09:50
	ACC 150	Financial Reports and Presentations	2	TTH	08:00 - 09:50

YEAR TWO					
TERM	CLASS	NAME	CREDITS	DAYS	TIME
FALL	BCA 134	Word Processing	3	MW	08:00 - 09:50
	ACC 160	Payroll Accounting	2	TTH	10:00 - 11:50
WINTER	ACC 122	Principles of Accounting II	3	MW	08:00 - 09:50
	ADM 131	Office Calculators	1	MW	10:00 - 11:50
SPRING	BCA 167	Comprehensive Databases	3	TTH	10:00 - 11:50
	ADM 221	Career Development Skills	2	WWW	WWW

**AWARD: COMPUTER ACCOUNTING DIPLOMA**

DID YOU KNOW THAT IF YOU'RE TAKING INDIAN HILLS CLASSES WHILE STILL IN HIGH SCHOOL, YOU ALREADY QUALIFY FOR A

**\$600 SCHOLARSHIP TO INDIAN HILLS**

CHECK OUT THE MINIMUM QUALIFICATIONS AND APPLY TODAY: [WWW.INDIANHILLS.EDU/SCHOLARSHIPS](http://WWW.INDIANHILLS.EDU/SCHOLARSHIPS)



It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5108; Chris Bowser, Executive Dean, Student Services, (students), (641) 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), (641) 683-5174; or the U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730-1576.



## Accounting Assistant Curriculum

**48% COMPLETED\***

**DIPLOMA** | Location: Ottumwa Campus | Start Terms: Fall, Winter, Spring and Summer Terms

<b>TERM I</b>	<b>TOTAL CREDITS: 12-13</b>		<b>TERM III</b>	<b>TOTAL CREDITS: 12</b>	
ACC 121	Principles of Accounting I	3 <input checked="" type="checkbox"/>	ACC 221	Cost Accounting	3 <input type="checkbox"/>
ADM 131	Office Calculators	1 <input checked="" type="checkbox"/>	ACC 191	Financial Analysis	3 <input type="checkbox"/>
ADM 134	Business Math	2 <input checked="" type="checkbox"/>	BUS 104	Business Essentials	3 <input type="checkbox"/>
OR			OR		
	Any course MAT101 to MAT 300	3 <input type="checkbox"/>	BUS 102	Introduction to Business	3 <input type="checkbox"/>
BCA 142	Spreadsheets	3 <input checked="" type="checkbox"/>	ECN 120	Principles of Macroeconomics	3 <input type="checkbox"/>
CSC 110	Introduction to Computers	3 <input checked="" type="checkbox"/>	OR		
			ECN 130	Principles of Microeconomics	3 <input type="checkbox"/>
<b>TERM II</b>	<b>TOTAL CREDITS: 11</b>		<b>TERM IV</b>	<b>TOTAL CREDITS: 11</b>	
ACC 122	Principles of Accounting II	3 <input checked="" type="checkbox"/>	ACC 211	Intermediate Accounting	3 <input type="checkbox"/>
ACC 160	Payroll Accounting	2 <input checked="" type="checkbox"/>	ACC 261	Tax Accounting	3 <input type="checkbox"/>
ACC 311	Computer Accounting	3 <input checked="" type="checkbox"/>	ADM 221	Career Development Skills	2 <input checked="" type="checkbox"/>
SPC 101	Fundamentals of Oral Communication	3 <input type="checkbox"/>	ENG 101	Elements of Writing	3 <input type="checkbox"/>
OR					
SPC 112	Public Speaking	3 <input type="checkbox"/>	<b>OPTIONAL COURSE</b>		
			BUS 128	Foundation to Entrepreneurship	3 <input type="checkbox"/>

## Business Specialist/Accounting Curriculum

**36% COMPLETED\***

**ASSOCIATE OF APPLIED SCIENCE DEGREE** | Location: Ottumwa Campus | Start Terms: Fall, Winter, Spring and Summer Terms

<b>TERM I</b>	<b>TOTAL CREDITS: 13</b>		<b>TERM V</b>	<b>TOTAL CREDITS: 11</b>	
ACC 121	Principles of Accounting I	3 <input checked="" type="checkbox"/>	ACC 261	Tax Accounting	3 <input type="checkbox"/>
ADM 131	Office Calculators	1 <input checked="" type="checkbox"/>	ADM 221	Career Development Skills	2 <input checked="" type="checkbox"/>
ADM 162	Office Procedures	3 <input type="checkbox"/>	ECN 120	Principles of Macroeconomics	3 <input type="checkbox"/>
BCA 142	Spreadsheets	3 <input checked="" type="checkbox"/>	OR		
CSC 110	Introduction to Computers	3 <input checked="" type="checkbox"/>	ECN 130	Principles of Microeconomics	3 <input type="checkbox"/>
			SPC 101	Fundamentals of Oral Communication	3 <input type="checkbox"/>
<b>TERM II</b>	<b>TOTAL CREDITS: 13</b>		OR		
ACC 122	Principles of Accounting II	3 <input checked="" type="checkbox"/>	SPC 112	Public Speaking	3 <input type="checkbox"/>
ACC 150	Financial Reports and Presentations	2 <input checked="" type="checkbox"/>			
ACC 160	Payroll Accounting	2 <input checked="" type="checkbox"/>	<b>TERM VI</b>	<b>TOTAL CREDITS: 10-13</b>	
ACC 311	Computer Accounting	3 <input checked="" type="checkbox"/>	ACC 191	Financial Analysis	3 <input type="checkbox"/>
BCA 134	Word Processing	3 <input checked="" type="checkbox"/>	ACC 929	Individual Projects	4 <input type="checkbox"/>
			OR		
<b>TERM III</b>	<b>TOTAL CREDITS: 8-11</b>		ACC 932	Internship	4 <input type="checkbox"/>
ACC 221	Cost Accounting	3 <input type="checkbox"/>	XXX XXX	Approved Culture Course	3 <input type="checkbox"/>
BCA 159	Database Applications	2 <input type="checkbox"/>	<b>OPTIONAL COURSE</b>		
ENG 101	Elements of Writing	3 <input type="checkbox"/>	BUS 128	Foundation to Entrepreneurship	3 <input type="checkbox"/>
XXX XXX	Approved Mathematical Reasoning Course	3 <input type="checkbox"/>			
<b>TERM IV</b>	<b>TOTAL CREDITS: 9</b>				
ACC 211	Intermediate Accounting	3 <input type="checkbox"/>			
ENG 105	Composition I	3 <input type="checkbox"/>			
XXX XXX	Approved Scientific Systems Course	3 <input type="checkbox"/>			