

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 111	Introduction to Accounting	3	TTH	08:00 - 09:50	
WINTER	ADM 133	Business Math and Calculators	3	MW	08:00 - 09:50	
	BCA 142	Spreadsheets	3	TTH	08:00 - 09:50	
SPRING	ACC 150	Financial Reports and Presentations	2	MW	08:00 - 09:50	
	ACC 311	Computer Accounting	3	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	08:00 - 09:50	
	-----Accelerated Option*-----					
	MAT XXX	Approved Mathematical Reasoning Course	3	MW	10:00 - 11:50	
	XXX XXX	Approved Culture Course	3	TTH	10:00 - 11:50	
WINTER	ADM 162	Office Procedures	3	MW	08:00 - 09:50	
	ACC 152	Financial Accounting (<i>Hybrid</i>)	4	TTH	08:00 - 09:50	
	-----Accelerated Option*-----					
	XXX XXX	Approved Scientific Systems Course	3	MW	10:00 - 11:50	
	BUS 128	Foundation to Entrepreneurship	3	WWW	WWW	
SPRING	BCA 167	Comprehensive Databases	3	MW	08:00 - 09:50	
	ENG 101	Elements of Writing	3	TTH	08:00 - 09:50	
	ADM 221	Career Development Skills	2	WWW	WWW	
	-----Accelerated Option*-----					
	SPC XXX	Speech Elective**	3	MW	10:00 - 11:50	
	ECN 120	Principles of Macroeconomics	3	TTH	10:00 - 11:50	

AWARD: COMPUTER ACCOUNTING DIPLOMA

*Optional 10:00 - 11:50 classes are available for Senior students. These classes are available to students who wish to accelerate their college career even further.

Check with your assigned IHCC mentor to see if this plan would be appropriate for you.

**Choose either SPC 101 (Fundamentals of Oral Communication) or SPC 112 (Public Speaking)

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 Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5282, hrequity@indianhills.edu; Dean, Student Development (students), (641) 683-5159, studentsequity@indianhills.edu; Dean, Centerville Campus & Learning Services (students with disabilities), (641) 683-5174, learningservicesequity@indianhills.edu; 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

67% COMPLETED*

Diploma | Total Credits: 48 | Location: Ottumwa Campus | Start Terms: All Terms

TERM I TOTAL CREDITS: 12

ACC 111	Introduction to Accounting	3	<input checked="" type="checkbox"/>
ADM 133	Business Math and Calculators	3	<input checked="" type="checkbox"/>
BCA 142	Spreadsheets	3	<input checked="" type="checkbox"/>
CSC 110	Introduction to Computers	3	<input checked="" type="checkbox"/>

TERM II TOTAL CREDITS: 12

ACC 152	Financial Accounting	4	<input checked="" type="checkbox"/>
ACC 160	Payroll Accounting	2	<input checked="" type="checkbox"/>
ACC 311	Computer Accounting	3	<input checked="" type="checkbox"/>
SPC 101	Fundamentals of Oral Communication OR Public Speaking (SPC 112)	3	<input checked="" type="checkbox"/>

TERM III TOTAL CREDITS: 13

ACC 156	Managerial Accounting	4	<input type="checkbox"/>
ACC 261	Income Tax Accounting	3	<input type="checkbox"/>
BUS 104	Business Essentials OR Introduction to Business (BUS 102)	3	<input type="checkbox"/>
ECN 120	Principles of Macroeconomics OR Principles of Microeconomics (ECN 130)	3	<input checked="" type="checkbox"/>

TERM IV TOTAL CREDITS: 11

ACC 191	Financial Analysis	3	<input type="checkbox"/>
ACC 211	Intermediate Accounting	3	<input type="checkbox"/>
ADM 221	Career Development Skills	2	<input checked="" type="checkbox"/>
ENG 101	Elements of Writing	3	<input checked="" type="checkbox"/>

OPTIONAL COURSE

BUS 128	Foundation to Entrepreneurship	3	<input checked="" type="checkbox"/>
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Business Specialist/Accounting Curriculum

78% COMPLETED*

Associate of Applied Science Degree | Total Credits: 72 | Location: Ottumwa Campus | Start Terms: All Terms

TERM I TOTAL CREDITS: 15

ACC 111	Introduction to Accounting	3	<input checked="" type="checkbox"/>
ADM 133	Business Math and Calculators	3	<input checked="" type="checkbox"/>
ADM 162	Office Procedures	3	<input checked="" type="checkbox"/>
BCA 142	Spreadsheets	3	<input checked="" type="checkbox"/>
CSC 110	Introduction to Computers	3	<input checked="" type="checkbox"/>

TERM II TOTAL CREDITS: 14

ACC 150	Financial Reports and Presentations	2	<input checked="" type="checkbox"/>
ACC 152	Financial Accounting	4	<input checked="" type="checkbox"/>
ACC 160	Payroll Accounting	2	<input checked="" type="checkbox"/>
ACC 311	Computer Accounting	3	<input checked="" type="checkbox"/>
BCA 134	Word Processing	3	<input checked="" type="checkbox"/>

TERM III TOTAL CREDITS: 13

ACC 156	Managerial Accounting	4	<input type="checkbox"/>
BCA 167	Comprehensive Databases	3	<input checked="" type="checkbox"/>
ENG 101	Elements of Writing	3	<input checked="" type="checkbox"/>
XXX XXX	Approved Mathematical Reasoning Course	3	<input checked="" type="checkbox"/>

TERM IV TOTAL CREDITS: 9

ACC 211	Intermediate Accounting	3	<input type="checkbox"/>
ENG 105	Composition I	3	<input type="checkbox"/>
XXX XXX	Approved Scientific Systems Course	3	<input checked="" type="checkbox"/>

TERM V TOTAL CREDITS: 11

ACC 261	Tax Accounting	3	<input type="checkbox"/>
ADM 221	Career Development Skills	2	<input checked="" type="checkbox"/>
ECN 120	Principles of Macroeconomics OR Principles of Microeconomics (ECN 130)	3	<input checked="" type="checkbox"/>
SPC 101	Fundamentals of Oral Communication OR Public Speaking (SPC 112)	3	<input checked="" type="checkbox"/>

TERM VI TOTAL CREDITS: 10

ACC 191	Financial Analysis	3	<input type="checkbox"/>
ACC 929	Individual Projects OR Internship (ACC 932)	4	<input type="checkbox"/>
XXX XXX	Approved Culture Course	4	<input checked="" type="checkbox"/>

OPTIONAL COURSE

BUS 128	Foundation to Entrepreneurship	3	<input checked="" type="checkbox"/>
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2019-20 College Catalog and Student Handbook. Curriculum is subject to change.

*PERCENTAGE DOESN'T INCLUDE OPTIONAL COURSE.

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

\$1,000 SCHOLARSHIP TO INDIAN HILLS

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