

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 161	Payroll Accounting	3	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*-----			-----	-----	-----
	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	
	WBL 110	Employability 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 Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus & Learning Services, 683-5174, learningservicesequity@indianhills.edu (students with disabilities); U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730- 1576.