



# Messick Adult Center

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## ACCOUNTING ASSISTANT (Accounts Receivables, Accounts Payable, or Payroll Clerk)

Successful completion of these courses will prepare the student to analyze, calculate, record and report financial information accurately and timely. The Accounting Assistant verifies and enters details of financial transactions for businesses, records into journals, posts to ledgers, balances books, compiles reports and reconciles bank statements using both manual and automated processing. In addition, they may figure and prepare payrolls, write checks, prepare deposits and tax reports. The Accounting Assistant must demonstrate ethical, responsible and dependable behavior.

Course Title	Instructional Classroom Hours
Computer Keyboarding I	24 hours
Computer Keyboarding II	24 hours
Customer Service Skills	24 hours
Computer Applications I	30 hours
Computer Applications II	30 hours
Employability Skills I	24 hours
Employability Skills II	24 hours
Accounting I	30 hours
Accounting II	30 hours
Accounting III or Data Entry I & II (Optional)	48 hours
Business Communications I	24 hours
Business Communications II	24 hours
MS Word I	24 hours
MS Word II	24 hours
MS Excel I	24 hours
MS Excel II	24 hours
Office Procedures I	24 hours
Office Procedures II	24 hours
MS PowerPoint	24 hours
Internship (Optional)	24 hours
Academic Lab	24 hours
<b>Total hours</b>	<b>552 Hours w/ Internship</b>