

BUSINESS MANAGEMENT: ACCOUNTING ASSISTANT - CERTIFICATE

Overview

See Department website and program contacts here

This program is not eligible for financial aid.

The **Business Management: Accounting Assistant certificate** is designed for students seeking entry-level employment in accounting and business support roles. The curriculum introduces foundational accounting and office skills that prepare students for work in a variety of business and administrative settings.

Coursework includes topics such as **data entry, accounting software, payroll, spreadsheets, financial terminology, and basic business operations**. Students develop practical technical skills that support success in entry-level accounting and bookkeeping environments.

The Accounting Assistant certificate is workforce-focused and emphasizes practical, applied learning that prepares students for entry-level office and accounting support positions. Students completing this certificate may continue into the Accounting Clerk certificate or the Business Management: Accounting (AAS) degree program to further expand their knowledge and career opportunities.

Students are encouraged to work with an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to ensure appropriate course selection and program planning based on their educational background and career goals.

Refer to the tabs above for additional information about:

- **Education Plan** – provides a sample term-by-term sequence of courses
- **Career Info** – includes information on potential occupations, employment trends, and earnings

Program Learning Objectives

At the completion of this program, students should be able to:

- Demonstrate and apply an understanding of basic, common elements of a business.
- Demonstrate skills in basic data entry, use of spreadsheets, and data management.
- Apply knowledge of basic accounting systems in business situations.
- Demonstrate knowledge of computerized accounting systems and payroll processing.

Education Plan

This sample Education Plan illustrates one possible course sequence. Students should consult an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to create a personalized plan.

First Quarter		Credits
BA101Z	Introduction to Business	4
BA131	Introduction to Business Computing	4

BA111	Introduction to Accounting (or AC110 or BA211, if taken SP24 or earlier)	4
Credits		12
Second Quarter		
BA177	Payroll Accounting	3
BA228	Computer Accounting Applications	3
Credits		6
Total Credits		18

Awarding Requirements

The following requirement(s) must be fulfilled to be awarded the Business Management: Accounting Assistant certificate:

- All accounting courses must be completed with a grade of "C" or higher.
- All core program courses (BA) must be completed within five (5) years of starting the program.

Career Information

Explore potential careers related to this program, including typical job roles, employment trends, and projected growth. This information can help you better understand how your education may align with future career opportunities.