

ASNUNTUCK COMMUNITY COLLEGE

Accounting Assistant Requirements* - Certificate

Student Name: _____ Student ID#: _____

Offered <i>F all</i> , <i>S pring</i> , <i>S u m m e r</i> , or <i>W i n t e r</i>	Semester/ Year Plan to Take	Course #	Course Title	Credits	Semester/Year Completed/ Transferred in	Grade
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Requirements:

F, Sp, Su		ACC* 115	Financial Accounting	4		
Sp		+ACC* 123	Accounting Software Applications OR	3		
F, Sp, Su		+CSA* 135	Spreadsheet Applications			
F, Sp		+ACC* 118	Managerial Accounting	4		
F, Sp, Su, W		BMG* 202	Principles of Management	3		
See catalog			Two Electives: 6-8 credits from among courses in +ACC* 108 or higher, BBG*, BES*, BFN*, BMG*, BMK* or CSA*. All courses must be three credits or more.	3-4		
See catalog				3-4		

Total Credits Required: 20

Reviewed by: _____ Date: _____

Program Information

Outcomes: The Accounting Assistant Certificate curriculum provides a beginning base of skills, information and techniques for those students who have an interest in the area of accounting.

Employment Information: Students who complete the certificate could be employed in entry-level accounting positions.

Graduation Information: A cumulative 2.0 GPA is required to graduate. All courses for degree credit must be numbered 100 or above. Students must complete and submit a Graduation Application to the Registrar's Office in order to graduate. *Graduation Application deadlines:* December graduation - December 1st, May graduation - March 31st, August graduation - August 1st.

***Becoming Connecticut State Community College:** A merger of Connecticut's 12 community colleges is underway. As a part of this merger, modifications will be made to academic programs. Students who do not complete their programs by the end of the Spring 2023 term will be matched with the Connecticut State Community College (CT State) program that most closely aligns with the student's Spring 2023 program and is offered at the current Asnuntuck Community College location. The College is committed to students completing their education with a minimum of disruption. Further details can be found and will be updated on the Frequently Asked Questions page: www.ct.edu/ctstate/academics.

Contact Information

Please contact the Program Coordinator, Samuel Irizarry, for more information at 860.253.3077 or sirizarry@asnuntuck.edu.

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

+Prerequisite required

*Common Course Number

8/10/2020