

ACCOUNTING ASSISTANT CERTIFICATE PROGRAM Student Record

For Office Use Only

PLEASE NOTE: Students working on two or more certificate programs may not apply the same courses to more than one program. Substitutions must be made in order to meet minimum classroom contact hours. Students are under the certificate curriculum in effect at the time of their application into the program until they finish the program. Course changes made after the application DO NOT affect your curriculum requirements.

ATTENDANCE POLICY: Maximum of two excused absences per class.

REQUIRED COURSES (10)

	<u>DATE</u>	<u>GRADE</u>
•Accounting	_____	_____
•Payroll Accounting: Part I	_____	_____
•Payroll Accounting: Part II	_____	_____
•Introduction to Tax Preparation	_____	_____
•Business Law	_____	_____
•Organizational Behavior	_____	_____
•Understanding the Audit Process: How & Why	_____	_____
•QuickBooks Pro: Parts I & II	_____	_____
•Effective Interpersonal Communication Skills	_____	_____
•Professional Business Writing	_____	_____

ELECTIVES (SELECT3)

	<u>DATE</u>	<u>GRADE</u>
•Microsoft Access (Intro or Adv)	_____	_____
•Intro to Excel	_____	_____
•Advanced Excel	_____	_____
•Problem Solving: The Logic & Methods	_____	_____
•Attitude and Self-Assertiveness	_____	_____
•Supervisory Skills: Parts I & II	_____	_____
•Practical Record Keeping & Bookkeeping for the Office	_____	_____
•Effective Management Skills	_____	_____
•Computer & Internet Fundamentals	_____	_____
•Basic Math	_____	_____

CERTIFICATE ISSUED: _____



“The Accounting Assistant Certificate is an excellent program. Technical skills and computer knowledge have helped me advance in the workplace. The communication classes I have taken have helped me to gain self-confidence and pride in who I am.

I would recommend this program to anyone. It was fun, beneficial and worth it!”

*- Brenda J. Bradley
Program Graduate*



2001 Old Bay Front Drive
Mobile, Alabama 36615-1427

TEL: (251)431-6405

FAX: (251)431-6461

www.usacontinuinged.com

Accounting Assistant Certificate



ACCOUNTING ASSISTANT CERTIFICATE PROGRAM

About the Program

USA's Accounting Certificate Program teaches the essential skills needed to implement accounting systems in order to assist accountants. The program provides training in several areas of accounting, including computerized accounting, spreadsheets preparation, quarterly payroll tax return preparation, accounting terminology and accounting theory.

Upon completion of the Accounting Assistant program, you will have the skills to assist accountants with:

- Processing and recording routine accounting transactions
- Posting, verifying and balancing debit and credit entries in proper accounts
- Performing arithmetic calculations
- Maintaining records through proper methods of filing, storage and retention
- Entering and maintaining spreadsheets and databases
- Making decisions and establishing priorities on essential procedure-oriented tasks

Program Requirements

To earn a certificate, a student must successfully complete ten required courses, with no more than two excused absences per class, and any three electives. Course work must be completed within five years. Admission to the University is not required for this program.

Required Courses (10)

- Accounting
- Basic Excel
- Business Law
- Understanding the Audit Process: How & Why
- Effective Interpersonal Communication Skills
- Payroll Accounting: Parts I & II
- Introduction to Tax Preparation
- Organizational Behavior
- Quickbooks Pro: Parts I & II
- Professional Business Writing

Electives (select 3)

- Computer & Internet Fundamentals
- Advanced Excel
- Supervisory Skills I & II
- Practical Record Keeping & Bookkeeping for the Office
- Microsoft Access (Intro or Adv)
- Attitude & Self-Assertiveness
- Effective Management Skills



“There are two types of students who will benefit most from participation in the Accounting Assistant Certificate program. First, there are those individuals who are already employed in the accounting field, but who have not had any formalized training. Secondly, there are persons who desire to move into the accounting field from another career area or those who are re-entering the workforce. The benefit of this program is that students can focus on accounting and thus strengthen their knowledge of this subject. As a result, they may be able to advance in their career position or transfer into the accounting area.”

**- Chuck Kondis
Instructor**

Application Information

A high school diploma, GED certificate or college grade report is required for admission. To apply, send completed application form, copy of diploma, and a **\$25 non-refundable application fee** to:

University of South Alabama
Special Courses
2001 Old Bay Front Drive
Mobile, Alabama 36615-1427

For questions or more information on the Accounting Assistant Certificate Program contact us by phone, fax or email.

TEL: 251-431-6405
FAX: 251-431-6461
e-mail: sallison@usouthal.edu

Withdrawals and Refunds

Because of space/equipment, a full refund for courses will be made if you cancel your registration by telephone or in writing by 5:00 p.m. within one working day before the first class meeting. To ensure best service, we encourage withdrawals and refund requests be confirmed in writing by the student.

Whether you initiate withdrawals from a course by telephone or writing, your cancellation must be received by our office one working day prior to the start date of the course. Substitutions are always welcome.

PLEASE NOTE: Failure to attend does not constitute withdrawal.

The University of South Alabama reserves the right to cancel any courses that do not have sufficient enrollment. A full refund for canceled classes will be given to registrants.

ACCOUNTING ASSISTANT CERTIFICATE PROGRAM APPLICATION

Personal Information

Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (home) _____ (work) _____

(cell) _____

Email: _____

Place of Employment: _____

Social Security Number: _____

Employment Information

Number of years of accounting-related work: (if applicable): _____

Briefly describe experience in the accounting or bookkeeping field: _____

Educational Background

Highest degree attained:

High School Diploma Institution: _____ Date: _____

Associate Degree Institution: _____ Date: _____

BA or BS Degree Institution: _____ Date: _____

Masters Degree Institution: _____ Date: _____

Other: _____

List any course(s) you have taken and passed within the last three years which you think might apply toward the Accounting Assistant Certificate Program (include transcript/verification letter).

Course: _____ Institution: _____ Date: _____

Course: _____ Institution: _____ Date: _____

Course: _____ Institution: _____ Date: _____

Payment Information (\$25 non-refundable application fee)

Check enclosed Bank name: _____ Check # _____

VISA MasterCard American Express Discover

Card #: _____

Exp. Date: _____ Cardholder's Name: _____

Cardholder's signature: _____

Remember to include: copy of diploma or GED and \$25 non-refundable application fee.

**Mail to: USA Center for Continuing Education
2001 Old Bay Front Drive
Mobile, AL 36615-1427
FAX: (251)431-6461**

The University of South Alabama provides equal educational opportunities to and is open and accessible to all qualified students without regard to race, color, creed, national origin, sex, or qualified handicap/disability, with respect to all of its programs and activities.