

# Certificate for Accounting Technician CT-ACAST

## PROGRAMME OVERVIEW

Accounting technicians keep a variety of financial records in businesses. They prepare journal entries, financial statements, bank reconciliations, payroll records, and conduct stock-taking and inventory valuation reports.

This one-year programme is designed to prepare students to enter local businesses as accounting assistants in possession of the latest techniques in the field. It covers a variety of related areas that influence business organisations, such as computing, management, and office skills and provides extensive data entry experience.

## CURRICULUM

**TOTAL CREDITS: 32**

### YEAR 1

#### First Semester - 16 credits

		Credits
ENG 1044	Communication for Industry I	3
MAT 1034	Business Mathematics	3
MGN 1017	Foundations of Business	3
CIS 1120	Intro to Business Applications of Computers	3
ACC 1041	Practical Accounting Procedures I	3
CSC 1110	Learning Strategies for Student Success	1

#### Second Semester - 16 credits

ENG 1045	Communication for Industry II	3
MGN 1015	Accounting in Action	3
OFA 1040	Communication and Presentation Skills	2
MGN 1016	Accounting Assistant Work Placement	1
ACC 1042	Practical Accounting Procedures II	3
ACC 1043	Accounting and Technology	3
OFA 1060	Office Application Certification	1