



# Accounting Assistant Curriculum Map

Program offered at Ashland, New Richmond, Rice Lake, and Superior  
 Check out this program at <http://www.witc.edu/programs/progcerts.htm>



School Year 2006-2007

## Accounting Assistant

(One-Year)  
 Technical Diploma (31-101-1)



### Job Titles

- Bookkeeper
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Inventory Clerk
- Payroll Clerk

## Baldwin-Woodville High School

First Semester		Second Semester	
10101101	Financial Accounting I	10101103	Financial Accounting II
<b>10103128</b>	<b>Introduction to Microcomputers</b>	10101106	Microcomputer Accounting
<b>10103129</b>	<b>Introduction to MS Office</b>	10101124	Payroll Systems and Accounting
<b>10106181</b>	<b>Keyboarding</b>	<b>10103124</b>	<b>MS Excel</b>
10804125	Business Math	10801195	Written Communication
10801196	Oral/Interpersonal Communication		
10809199	Psychology of Human Relations		

### Helpful High School Courses

- Accounting
- Consumer Math
- Keyboarding
- Basic Computer Skills
- English/Basic Grammar

Courses reflected in **red** are approved for advanced standing with WITC.

Note: Course sequence may vary by campus.