

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

Cumberland High School

| First Semester | | Second Semester | |
|----------------|----------------------------------|-----------------|--------------------------------|
| 10101101 | Financial Accounting I | 10101103 | Financial Accounting II |
| 10103128 | Introduction to Microcomputers | 10101106 | Microcomputer Accounting |
| 10103129 | Introduction to MS Office | 10101124 | Payroll Systems and Accounting |
| 10106181 | Keyboarding | 10103124 | MS Excel |
| 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.