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

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

Job Titles
Bookkeeper
Accounts Receivable Clerk
Accounts Payable Clerk
Inventory Clerk
Payroll Clerk

Grantsburg High School

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>10101101</td>
<td>Financial Accounting I</td>
</tr>
<tr>
<td>10103128</td>
<td>Introduction to Microcomputers</td>
</tr>
<tr>
<td>10103129</td>
<td>Introduction to MS Office</td>
</tr>
<tr>
<td>10106181</td>
<td>Keyboarding</td>
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<tr>
<td>10804125</td>
<td>Business Math</td>
</tr>
<tr>
<td>10801196</td>
<td>Oral/Interpersonal Communication</td>
</tr>
<tr>
<td>10809199</td>
<td>Psychology of Human Relations</td>
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</tbody>
</table>

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.