

## 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

### Northwestern High School

First Semester		Second Semester	
<b>10101101</b>	<b>Financial Accounting I</b>	10101103	Financial Accounting II
<b>10103128</b>	<b>Introduction to Microcomputers</b>	10101106	Microcomputer Accounting
10103129	Introduction to MS Office	10101124	Payroll Systems and Accounting
<b>10106181</b>	<b>Keyboarding</b>	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.