

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

Mellen 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.