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

Prairie Farm High School

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