



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

## 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

### Amery High School

First Semester		Second Semester	
10101101	Financial Accounting I	10101103	Financial Accounting II
<b>10103128</b>	<b>Introduction to Microcomputers</b>	10101106	Microcomputer Accounting
<b>10103129</b>	<b>Introduction to MS Office</b>	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.  
Courses reflected in **violet** are approved for transcribed credit.

Note: Course sequence may vary by campus.