Accounting Assistant
31-101-1 Technical Diploma

Program Overview
Accounting is an important tool of business. Accounting Assistants maintain accounting records such as receivables, payables, purchasing, billing (sales), inventory, and payroll.

Student Profile
As an Accounting Assistant student, you should:

• Be organized, accurate, and detail oriented
• Possess good communication skills
• Be comfortable using computers and 10-key calculators
• Enjoy working alone and with others

Preparation for Admission
The following experiences will help you prepare for this program:

• Accounting
• Consumer Math
• Keyboarding
• Basic Computer Skills
• English/Basic Grammar

Program Outcomes
Employers will expect you, as an Accounting Assistant graduate, to be able to:

• Apply generally accepted accounting principles.
• Analyze and record financial information.
• Utilize current technology to complete accounting functions.

Career Outlook
Positions available to you after graduation may include:

• Bookkeeper
• Accounts Receivable Clerk
• Accounts Payable Clerk
• Inventory Clerk
• Payroll Clerk

The Accounting Assistant program is the first year of the two-year Accounting associate degree program.

Offered at:
Ashland
New Richmond
Rice Lake
Superior

Curriculum

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Program Requirements

Graduates may choose to continue with the second year of the Accounting associate degree program.

▲ This course requires a prerequisite and/or corequisite, and must be completed with a grade of “C-” or better.

◆ Appropriate placement score or Introduction to College Writing course required.

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Course Descriptions

10101101
Financial Accounting 1 - Credits: 4
Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

10101103
Financial Accounting 2 - Credits: 4
Students will be introduced to corporate accounting. Students will have an understanding of corporate transactions with an emphasis on stocks and bonds. The student will analyze financial statements including the statement of cash flows. Managerial accounting is also introduced in this class. PREREQUISITE: 10101101 Financial Accounting 1.

10101106
Computerized Accounting - Credits: 3
Students learn to computerize the basic accounting systems (general ledger, accounts payable, accounts receivable, payroll) and review accounting terminology in relation to data processing. PREREQUISITES: 10101101 Financial Accounting 1 or 10101115 Accounting Principles.

10101124
Payroll Systems and Accounting - Credits: 3

10103124
MS Excel - Credits: 2
Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics.

10103128
Introduction to Computers - Windows - Credits: 1
Learners will gain knowledge about basic operations of a computer and the Windows operating system. Emphasis will be placed on file management and disk maintenance in a network environment.

10106181
Keyboarding - Credits: 1
This hands-on course emphasizes the introductory skills necessary in keyboarding using the touch system. You will master basic keyboard operation and develop keyboarding skills using the alpha, numeric, and symbol keys.

10804123
Math with Business Applications - Credits: 3
This course covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

Graduate Employment Information
(WITC Graduate Survey Responses 2005-2006)

| Number of graduates | 9 |
| Number of responses | 9 |
| Number available for employment | 6 |
| Number employed | 6 |
| Percent employed | 100% |
| Employed in related field | 5 |
| % employed in WITC district | 75% |
| Range of yearly salary | $19,758-$35,357 |
| Average yearly salary | $28,565 |

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