



**10-101-1 ACCOUNTING**  
**31-101-1 ACCOUNTING ASSISTANT**  
**30-101-4 BILLING AND POSTING CLERK**  
**61-101-2 TAX PREPARER ASSISTANT**



**2019-20 PROGRAM CURRICULUM CHECKLIST**  
**WISCONSIN INDIANHEAD TECHNICAL COLLEGE (WITC)**  
**ASHLAND\*, NEW RICHMOND\*, RICE LAKE\*, SUPERIOR\*, ONLINE**  
**OUTREACH CENTERS: HAYWARD\*, LADYSMITH\***

\*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction

Name/ID \_\_\_\_\_

Date \_\_\_\_\_

CATALOG NUMBER	COURSE TITLE	HOURS / WEEK		CREDITS		TAX PREPARER ASSISTANT PATHWAY CERTIFICATE	BILLING AND POSTING CLERK TECHNICAL DIPLOMA	ACCOUNTING ASSISTANT TECHNICAL DIPLOMA <i>(Financial Aid Eligible)</i>	ACCOUNTING ASSOCIATE DEGREE <i>(Financial Aid Eligible)</i>	DATE COMPLETED	TRANSFER OR GRADE
<b>FIRST TERM</b>											
10-101-101	Financial Accounting 1	5	hours per week	4	credits	Tax Preparer Assistant	Billing and Posting Clerk	Accounting Assistant	Accounting		
10-103-146	MS Word A	2	hours per week	1	credit		Billing and Posting Clerk	Accounting Assistant	Accounting		
10-103-151	MS Excel A	2	hours per week	1	credit		Billing and Posting Clerk	Accounting Assistant	Accounting		
10-103-152	MS Excel B Corequisite: 10-103-151 MS Excel A	2	hours per week	1	credit		Billing and Posting Clerk	Accounting Assistant	Accounting		
10-801-198 or 10-801-196	Speech or Oral/Interpersonal Communication	3	hours per week	3	credits			Accounting Assistant	Accounting		
10-804-123	Math with Business Applications	3	hours per week	3	credits			Accounting Assistant	Accounting		
10-809-198 or 10-809-188	Introduction to Psychology or Developmental Psychology	3	hours per week	3	credits			Accounting Assistant	Accounting		
	<b>FIRST TERM TOTAL</b>					<b>4 Credits</b> Tax Preparer Assistant	<b>7 Credits</b> Billing and Posting Clerk	<b>16 Credits</b> Accounting Assistant	<b>16 Credits</b> Accounting		

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 5/08/2019

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	<b>SECOND TERM</b>										
10-101-103	Financial Accounting 2 Prerequisite: 10-101-101 Financial Accounting 1	5	hours per week	4	credits			Accounting Assistant	Accounting		
10-101-123	Income Tax Accounting	4	hours per week	4	credits	Tax Preparer Assistant			Accounting		
10-101-124	Payroll Systems and Accounting Prerequisite: 10-101-101 Financial Accounting 1	3	hours per week	3	credits		Billing and Posting Clerk	Accounting Assistant	Accounting		
10-101-174	QuickBooks Accounting - Beginning Prerequisite: 10-101-101 Financial Accounting 1 or 10-101-176 Financial Accounting 1A	3	hours per week	2	credits	Tax Preparer Assistant	Billing and Posting Clerk	Accounting Assistant	Accounting		
10-103-162	MS Access A	2	hours per week	1	credit		Billing and Posting Clerk	Accounting Assistant	Accounting		
10-801-136	English Composition 1	3	hours per week	3	credits			Accounting Assistant	Accounting		
10-890-116	Job Quest <i>(Accounting Assistant ONLY - Accounting Associate Degree students will complete in Fourth Term)</i>	2	hour per week	1	credit			Accounting Assistant			
	<b>SECOND TERM TOTAL</b>					<b>6 Credits</b> Tax Preparer Assistant	<b>6 Credits</b> Billing and Posting Clerk	<b>14 Credits</b> Accounting Assistant	<b>17 Credits</b> Accounting		



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	<b>THIRD TERM</b>										
10-101-105	Intermediate Accounting 1 Prerequisites: 10-101-103 Financial Accounting 2 and 10-103-152 MS Excel B	5	hour per week	4	credits				Accounting		
10-101-138	Budgeting and Cost Control      Corequisite: 10-101-101 Financial Accounting 1 or 10-101-176 Financial Accounting 1A	2	hour per week	2	credits				Accounting		
10-101-172	Accounting Applications Using Excel Prerequisites: 10-101-103 Financial Accounting 2 and 10-103-152 MS Excel B	2	hour per week	1	credit				Accounting		
10-105-125	Business Law	3	hour per week	3	credits				Accounting		
10-809-195	Economics	3	hour per week	3	credits				Accounting		
	<b>THIRD TERM TOTAL</b>								<b>13 Credits</b> Accounting		

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	<b>FOURTH TERM</b>										
10-101-107	Intermediate Accounting 2 Prerequisite: 10-101-105 Intermediate Accounting 1	5	hour per week	4	credits				Accounting		
10-101-121	Cost and Managerial Accounting Prerequisites: 10-101-101 Financial Accounting 1 and 10-103-152 MS Excel B	5	hour per week	4	credits				Accounting		
10-101-175	Accounting Systems Corequisite: 10-101-107 Intermediate Accounting 2	2	hour per week	2	credits				Accounting		
10-196-191	Supervision	3	hour per week	3	credits				Accounting		
10-890-116	Job Quest	2	hour per week	1	credit				Accounting		
	<b>FOURTH TERM TOTAL</b>								14 Credits Accounting		
	<b>PROGRAM REQUIREMENTS</b>					<b>10 Credits</b> Tax Preparer Assistant	<b>13 Credits</b> Billing and Posting Clerk	<b>30 Credits</b> Accounting Assistant	<b>60 Credits</b> Accounting		

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Revised 5/08/2019



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Select the curriculum checklist based on the academic year you begin enrollment in your program. Students admitted mid-year (January) and/or any student who takes courses out of sequence are not guaranteed course availability in all terms of the program. Enrollment in additional terms may be required to complete graduation requirements.

Please be advised that low enrollment class sections may be cancelled. You will be contacted by Student Services with information on other class sections available in alternate formats.

#### WITC GENERAL STUDIES COURSE OPTIONS FOR WITC ASSOCIATE DEGREE PROGRAMS

Co-enrollment in 99-831-900 Writing Essentials may be recommended in addition to English Composition 1.

Specific General Studies courses are scheduled as requirements for this program. If you have completed General Studies coursework at another Wisconsin technical college, please refer to the Acceptable Transfer Course document at the following link (find your program) to see if your previous coursework will transfer

<https://www.witc.edu/academic-programs/degree-programs-and-certificates/general-studies-courses/courses>

If you have completed General Studies coursework at WITC in a prior term, the same options will apply for your program requirements.

**ELECTIVE REQUIREMENTS:** To meet the elective credit requirements for this program, you will be required to take associate degree level coursework, i.e., catalog numbers beginning with a 10 (with the exception of General College courses 10-831-103, 10-834-109, 10-835-103, and 10-838-104).

**GRADUATION REQUIREMENTS:** *Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements. If you do not take courses in the recommended sequence above, it may delay your completion of graduation requirements. A program plan grade point average (GPA) of 2.0 in a 4.0 grade system is required to graduate. A grade point of 2.0 or better is needed in all required (10-101-XXX) courses.*

**CERTIFICATE REQUIREMENTS:** *Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a certificate's completion requirements. This certificate requires a GPA of 2.0 in a 4.0 grade system to complete.*

**EARN CREDIT FOR WHAT YOU ALREADY KNOW:** Visit <https://www.witc.edu/admissions/preparing-for-college/credit-for-prior-learning> for more information