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Academic Year: 2020-2021

Accounting Assistant Technical Diploma

Program Code 311011

As a graduate of this one-year technical diploma program, you'll be ready for entry-level accounting careers. Typical positions include accounts payable/receivable accountant, payroll accountant, and inventory control accountant.

**Average
Starting Salary**
\$36,397.00

FT Median Annual Wage

81%
**Graduate
Employment**

With 38% Employed in Field


Job Openings:
226*

Locations

Offered at the Green Bay and Marinette campuses; most program courses available at Sturgeon Bay campus or via distance learning. For information in Green Bay: (920) 498-5444. For information in Sturgeon Bay: (920) 746-4900. Toll-free: (888) 385-6982.

This program is fully eligible for financial aid.

Follow Your Path

All credits in this technical diploma  apply toward the following associate degree(s):
 . Accounting, 101011
 Some credits in the following certificate(s) apply toward this technical diploma:
 . Small Business Bookkeeping, 901011

CURRICULUM

Students following the study plan below will complete the Accounting Assistant technical diploma in the number of semesters shown.

FIRST SEMESTER	
10-890-101 College 101	1
10-804-134 Mathematical Reasoning	3
10-101-110 Accounting 1	4
10-101-107 Accounting Applications/Proc	2
10-103-121 Micro: Word-Intro	1
10-103-131 Micro: Excel-Intro	1
10-103-132 Micro: Excel-Part 2	1
10-801-136 English Composition 1	3
SEMESTER TOTAL	16

SECOND SEMESTER	
10-101-105 Accounting-Computer Ledger	2
10-101-120 Accounting 2	4
10-101-151 Accounting-Payroll	3
10-801-196 Oral/Interpersonal Comm	3
10-101-189 Accounting-Appling QuickBooks	3
SEMESTER TOTAL	15

TOTAL CREDITS 31

Curriculum Note

. The credit for 10-890-101, College 101 is an Institutional Requirement for graduation. Consequently, it is not part of the program requirements, but must be passed with a C or better.

Requirements for Program Entry

- Completed application.
- High school transcript or equivalent. (For a list of equivalents, go to www.nwtc.edu/gettingstarted.)
- Algebra is highly recommended.
- Ability to use computer keyboard.
- To be admitted to this program, learners must achieve a prior cumulative high school or college grade point average of 2.6 or higher OR a satisfactory academic skills assessment score. College grade point average must be based on 15 credits or more. To learn more about starting this program, please contact an academic advisor at (920) 498-5444 or (888) 385-6982.

* Program-related job openings, full- and part-time, within our district, via EMSI. Many programs have additional job opportunities outside of district. Learn more at www.nwtc.edu/graduatesuccess

Course Descriptions

10-890-101 COLLEGE 101 ...Students will utilize digital tools and resources to assess, explore, practice, apply, and evaluate both employability and learning skills. By establishing NWTC cultural values as hallmarks of success in academic, career, and personal settings the course encourages reflective, personalized development of a growth mindset and emphasizes the importance of making wise choices. To maximize the return on investment, students should take this course in their first semester as it identifies key expectations (hidden rules) of higher learning and professional employment.

10-804-134 MATHEMATICAL REASONING ...This course provides an alternative pathway to earning credit for a college level liberal arts mathematics course. All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. (Prerequisite: Accuplacer Arithmetic score greater/equal to 65 AND Reading score greater/equal to 50; OR ACT Math score greater/equal to 15 AND ACT Reading score greater/equal to 15; OR prep courses-contact an academic advisor 920-498-5444)

10-101-110 ACCOUNTING 1 ...accounting principles, financial statements, business transactions, accounting cycles/systems, specialized journals, accounting for cash and receivables for sole proprietorships in service or merchandising businesses.

10-101-107 ACCOUNTING APPLICATIONS AND PROCEDURES ...use of financial calculator, purchasing, shipping/receiving, A/R, and A/P systems, markups, discounts, credit charges, time value of money, depreciation methods, and inventory methods.

10-103-121 MICRO: WORD-INTRODUCTION ...word processing basics including creating, revising, formatting, printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating/formatting tables, graphics; and merging documents.

10-103-131 MICRO: EXCEL-INTRODUCTION ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Windows experience improves success; consider 10-103-111, Windows/Computer Basics.

10-103-132 MICRO: EXCEL-PART 2 ...advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, creating macros, Excel's database features and analysis tools. (Corequisite: 10-103-131, Micro: Excel-Intro)

10-801-136 ENGLISH COMPOSITION 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 75; OR ACT Rdg score greater/equal to 16 AND Eng greater/equal to 18; OR preparatory courses-contact academic advisor at 920-498-5444)

10-101-105 ACCOUNTING-COMPUTER LEDGER ...applications on computers using Microsoft Excel. (Prerequisites: 10-101-110, Accounting 1; 10-103-131, Micro: Excel-Intro; 10-103-132, Micro: Excel-Part 2)

10-101-120 ACCOUNTING 2 ...inventories, fixed assets, current liabilities including payroll and notes payable, business formations, capital stocks, dividends, bonds, cash flow statements, and financial statement analysis. (Prerequisites: 10-101-110, Accounting 1)

10-101-151 ACCOUNTING-PAYROLL ...payroll and personnel records, social security, withholding tax, unemployment compensation, time sheets and time-keeping records, and legal aspects of payroll. (Prerequisite: 10-101-110, Accounting 1)

10-801-196 ORAL/INTERPERSONAL COMMUNICATION ...the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills score greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English score greater/equal to 16; OR preparatory course-contact an academic advisor at 920-498-5444)

10-101-189 ACCOUNTING-APPLYING QUICKBOOKS ...learners will be introduced to basic and advanced features of QuickBooks and will apply skills in realistic business simulations including creating accounts, invoicing, budgeting, preparing statements, journalizing and graphing. (Prerequisite: 10-101-110, Accounting 1)