



1800 Bronson Blvd., Fennimore, WI 53809 | 608.822.3262 | Toll Free: 800.362.3322 | www.swtc.edu

Accounting Assistant Program

Course Curriculum

Semester 01 (Tuition: \$2,620)

Course #	Course Title	Credits
10-101-111	Accounting 1	4
Credits: 4 Lecture Hours: 36 Lab Hours: 72 Students learn accounting concepts and principles in a logical step-by-step manner. Students will do extensive problem work. Students focus on accounting for both service and merchandising businesses.		
10-101-117	Taxes 1	3
Credits: 3 Lecture Hours: 36 Lab Hours: 36 Students learn basic federal and state tax law as it relates to individuals, including learning to research technical topics and use tax resource materials. Students will apply their knowledge by preparing tax returns using both manual and computerized preparation methods.		
10-103-105	Beginning Microsoft Word	1
Credits: 1 Lecture Hours: 18 This course is an introduction to Microsoft Word. Students will create, edit, and format documents while using the built-in proofing tools. Other topic areas covered include text, paragraph, & document formatting as well as working with graphics in documents. Basic experience with Windows is assumed.		
10-103-106	Beginning Microsoft Excel	1
Credits: 1 Lecture Hours: 18 This course is an introduction to Microsoft Excel. Students will learn the basic features to produce basic worksheets and charts. Other topic areas covered include formatting, formulas, built-in functions used to design functional worksheets to solve business problems. Basic experience with Windows is assumed.		
10-103-118	Intermediate Microsoft Excel	1
Credits: 1 Lecture Hours: 18 This course introduces intermediate level features of Microsoft Excel. Students will learn to use relative & absolute reference formulas and functions, manage workbooks using multiple worksheets, create custom templates and use pivot tables effectively.		
10-801-196	Oral/Interpersonal Communication	3
Credits: 3 Lecture Hours: 54 Students demonstrate competency in speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities and other projects.		
10-809-199	Psychology of Human Relations	3

Credits: 3 Lecture Hours: 54

Students explore the relationship between the general principles of psychology and our everyday lives. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding enables students to improve their relationship with others at work, in the family, and in society.

16

Semester 02 (Tuition: \$2,780)

Course #	Course Title	Credits
10-101-112	Accounting 2	4
Credits: 4 Lecture Hours: 36 Lab Hours: 72		
Students expand upon basic accounting concepts and principles developed in Accounting I and relate them to the accounting for notes receivable, fixed assets, investments, liabilities, partnerships, limited liability companies, and corporations. Students will learn to prepare the statement of cash flows and perform financial statement analysis. Prerequisite: Accounting 1 (10-101-111) OR Accounting 1, Part 2, (10-101-102)		
10-101-121	Advanced Accounting Spreadsheets	3
Credits: 3 Lecture Hours: 36 Lab Hours: 36		
Students will plan, create, format, and modify Microsoft Excel worksheets for accounting applications. Students will use the software to apply mathematical and statistical commands, apply functions, and create and modify pivot tables, and graphs. Pre-requisites: Beginning Microsoft Excel (10-103-106) Co-requisite: Accounting 2 (10-101-112) Prerequisites: Beginning Microsoft Excel (10-103-106) Corequisites: Accounting 2 (10-101-112)		
10-101-123	Payroll Applications	2
Credits: 2 Lecture Hours: 18 Lab Hours: 36		
Students identify federal and state laws affecting payroll, and determine coverage for FICA, federal and state income tax, and unemployment taxes. Students complete payroll tax forms, journal entries, and a comprehensive practice set. Prerequisites: Accounting 1 (10-101-111) or Accounting 1, Part 1 (10-101-101)		
10-101-127	QuickBooks	1
Credits: 1 Lecture Hours: 0 Lab Hours: 36		
Students develop a basic understanding of a computerized accounting system while working with QuickBooks Pro accounting software. Students will set up service and merchandising businesses, record customer, vendor, inventory, general ledger, and payroll transactions, and generate financial reports. It is highly recommended that students have taken Accounting 1 Part 1 (10-101-101) or Accounting 1 (10-101-111) in order to be successful in this class.		
10-102-133	Career Planning in Business	1
Credits: 1 Lecture Hours: 18		
Students will develop strategies to secure employment and make career decisions. Topics include: career research, goal setting, preparation of employment-related correspondence, professional profile development, and effective employment interviewing skills.		
10-801-136	English Composition 1	3
Credits: 3 Lecture Hours: 54		
This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.		
10-804-123	Math with Business Applications * OR *	

Credits: 3 Lecture Hours: 54

Students use real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, and apply math concepts to the purchasing/buying process, the selling process, and apply basic statistics to business/consumer applications.

10-804-189 Introductory Statistics

3

Credits: 3 Lecture Hours: 54

Students display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA.

17

Total Credits: 33

Estimated Total Tuition*: \$5,400