

ACCOUNTING ASSISTANT

Technical Diploma

About the Accounting Assistant Program

Prepare to perform entry-level bookkeeping and accounting work. Graduates may work in a small business and be responsible for all aspects of bookkeeping or work in a larger firm and specialize in a certain area under the supervision of an accountant. The program combines hands-on computer training with accounting concepts and procedures.

PROGRAM OUTLINE

SEMESTER: 1		
Course #	Course Title	Credits
1010111200	Payroll Accounting Teaches accounting procedures dealing with payroll, laws, and government requirements, including completion and filing of periodic reports. Prerequisite(s): 1010115100 Accounting Principles 1 (C or better) (concurrent enrollment allowed).	3.00
1010115100	Accounting Principles 1 Develops an understanding of the fundamental principles of accounting with an emphasis on the accounting cycle.	2.00
1010115200	Accounting Principles 2 Extends students' understanding of accounting principles, including applications to inventory, accounts receivable, cash, and fixed assets. Prerequisite(s): 1010115100 Accounting Principles 1 (C or better).	3.00
1010210600	Business Orientation Introduces students to the topics of business and allows them to experience the expectations and rigor of the program. Students also participate in self-assessments to provide feedback and self-awareness of the relationship between interest and aptitude for the program.	1.00
1010311500	MS Word Beginning Provides practice in using basic word processing functions and features of MS Word.	1.00
1010312600	MS Excel Beginning Develops skills in using basic spreadsheet functions of MS Excel for business users.	1.00
1080119500	Written Communication Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.	3.00
1080413400	Mathematical Reasoning 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(s): 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score ≥ 35 or UW Math Placement Basic Math score ≥ 250 or ACT Math score ≥ 18 or Tailwind Math CMath Fund score ≥ 16 .	3.00

SEMESTER: 2

Course #	Course Title	Credits
1010111300	Income Tax Preparation 1 Studies current state and federal tax laws. Students learn to calculate and present gross income, deductions, exemptions, taxable income, tax liability, and tax credits on appropriate tax forms.	4.00
1010113500	QuickBooks Applications Students will apply QuickBooks to common Accounting situations. Emphasis on payroll, budgets, reports, and processing of vendor and customer transactions from merchandising operations. Prerequisite(s): 1010315500 QuickBooks Basics (C or better).	1.00
1010115400	Accounting Principles 3 Extends and applies accounting concepts and principles to corporations and the analysis of financial statements. Partnership accounting is also introduced. Prerequisite(s): 1010115200 Accounting Principles 2 (C or better).	4.00
1010212000	Business Law Examines the law and the ways it can impact business operations, including the framework of the court system, contracts, torts, criminal law, business ethics, forms of business organizations, real and personal property.	3.00
1010312700	MS Excel Intermediate Develops skills in using additional spreadsheet features including multiple worksheets, 3-D references, macro basics, charts, and databases. Prerequisite(s): 1010312600 MS Excel Beginning (C or better).	1.00
1010315500	QuickBooks Basics Covers basic features of QuickBooks. Topics will include an introduction to QuickBooks, company setup, basic journal entries, recording cash receipts/disbursements, sales, deposits, month end activities and bank reconciliations.	1.00
1080119600	Oral Interpersonal Communication Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects.	3.00

Total Credits: 34.00

Talk with an Academic Advisor about the program outline. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

AT A GLANCE

Flexible Options

**100% ONLINE MULTIPLE START DATES PERSONALIZED PACE OPTIONAL LAB SUPPORT**

2019 Start Dates

January 16	April 15	September 9
February 4	June 6	October 7

March 4	July 1	November 4
April 1	September 4	

2020 Start Dates

January 8	March 2	June 1
January 15	May 8	July 6
February 3	May 11	

Approximate Cost

\$4,294*

Financial Aid Eligible

*Based on 10-level courses - materials, books, and fees may be additional

What You'll Learn

- Process financial transactions throughout the accounting cycle
- Analyze basic financial and business information to support planning and decision-making
- Perform payroll preparation, reporting, and analysis tasks

Your Potential Careers

- Bookkeeper
- Accounting Clerk
- Payroll Clerk

Get Started

Your application can be submitted online, it takes just a few minutes to complete.

APPLY NOW