

## ACCOUNTING ASSISTANT

### 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

COURSE #	COURSE TITLE	CREDITS
1010111000	Payroll Accounting Foundations Students will prepare and report payroll records.	2.00
1010111100	Payroll Accounting Project Students will prepare payroll tax during a quarter for a business. Prerequisite: 1010111000 Payroll Accounting Foundations (B or better) (concurrent enrollment allowed).	1.00
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
<b>Competencies</b>		
10101113C01	Income Tax Preparation 1A Students will learn and utilize the tax formula determine the taxability of income items.	1.50
10101113C02	Income Tax Preparation 1B Students will accurately determine proper tax deductions and credits.	1.50
10101113C03	Income Tax Preparation 1C Students will prepare a federal and state tax return from client data.	1.00
1010113500	QuickBooks Applications Perform advanced level accounting functions in QuickBooks: complex daily transactions, payroll, month end, reports and budgets Prerequisite: 1010315500 QuickBooks Basics (C or better).	1.00
<b>Competencies</b>		
10101135C00	QuickBooks Applications Perform advanced level accounting functions in QuickBooks: complex daily transactions, payroll, month end, reports and budgets Prerequisite: 10103155C00 QuickBooks Basics (B or better) (concurrent enrollment allowed).	1.00
1010115100	Accounting Principles 1	2.00

COURSE #	COURSE TITLE	CREDITS
	Develops an understanding of the fundamental principles of accounting with an emphasis on the accounting cycle.	
	<b>Competencies</b>	
10101151C00	Accounting Principles 1 Students will prepare financial statements using the generally accepted accounting principles for merchandising business.	2.00
1010115200	Accounting Principles 2 Extends students' understanding of accounting principles, including applications to inventory, accounts receivable, cash, and fixed assets. Prerequisite: 1010115100 Accounting Principles 1 (C or better).	3.00
	<b>Competencies</b>	
10101152C01	Accounting Principles 2A Students will explain accounting principles to account for inventories. Prerequisite: 10101151C00 Accounting Principles 1 (B or better).	1.00
10101152C02	Accounting Principles 2B Students will apply accounting principles to analyze and account for and analyze receivables. Prerequisite: 10101151C00 Accounting Principles 1 (B or better).	0.75
10101152C03	Accounting Principles 2C Students will apply accounting principles to account for and analyze cash. Prerequisite: 10101151C00 Accounting Principles 1 (B or better).	0.50
10101152C04	Accounting Principles 2D Students will apply account principles to account for and analyze plant and intangible assets, including purchase, depreciation and disposal. Prerequisite: 10101151C00 Accounting Principles 1 (B or better).	0.75
1010115400	Accounting Principles 3	4.00

COURSE #	COURSE TITLE	CREDITS
	Extends and applies accounting concepts and principles to corporations and the analysis of financial statements. Partnership accounting is also introduced. Prerequisite: 1010115200 Accounting Principles 2 (C or better).	
	<b>Competencies</b>	
10101154C01	Accounting Principles 3A Students will prepare various accounting records for partnerships. Prerequisite: 10101152C04 Accounting Principles 2D (B or better).	0.75
10101154C02	Accounting Principles 3B Students will apply account principles to account for equity financing. Prerequisite: 10101152C04 Accounting Principles 2D (B or better).	1.00
10101154C03	Accounting Principles 3C Students will apply account principles to account for debt finance and time value of money. Prerequisite: 10101152C04 Accounting Principles 2D (B or better).	1.50
10101154C04	Accounting Principles 3D Students will analyze financial statements and communicate results. Prerequisite: 10101152C04 Accounting Principles 2D (B or better).	0.75
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
	<b>Competencies</b>	
10102106C01	Business Orientation 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
1010212000	Business Law	3.00

COURSE #	COURSE TITLE	CREDITS
	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.	
	<b>Competencies</b>	
10102120C01	Business Law A The student will learn sources of business law and be exposed to jurisdiction and the adjudication process	0.50
10102120C02	Business Law B In this class, students will learn torts and the process of proving negligence. Intellectual property law including trademarks and patents are also covered.	0.50
10102120C03	Business Law C Students will learn the basic requirements of contracts, how they may be breached and the process of collecting damages in a breach.	0.50
10102120C04	Business Law D The UCC is introduced and the relationship between it and contract law covered. Students will learn obligations and remedies of both seller and buyer.	0.50
10102120C05	Business Law E This class covers typical forms businesses may assume such as sole proprietorship, partnership and corporation along with the advantages and disadvantages of each.	0.50
10102120C06	Business Law F This class will summarize the critical elements of real property, personal property and landlord and tenant relationships.	0.50
1010311500	MS Word Beginning Provides practice in using basic word processing functions and features of MS Word.	1.00
	<b>Competencies</b>	
10103115C01	MS Word Beginning Students will apply word processing features to create business documents.	1.00
1010312600	MS Excel Beginning Develops skills in using basic spreadsheet functions of MS Excel for business users.	1.00
	<b>Competencies</b>	
10103126C01	MS Excel Beginning Students will apply spreadsheet functions to create business documents.	1.00
1010312700	MS Excel Intermediate	1.00

COURSE #	COURSE TITLE	CREDITS
	Develops skills in using additional spreadsheet features including multiple worksheets, 3-D references, macro basics, charts, and databases. Prerequisite: 1010312600 MS Excel Beginning (C or better).	
	<b>Competencies</b>	
	10103127C00 MS Excel Intermediate	1.00
	Students will apply advanced spreadsheet functions to create business documents. Prerequisite: 10103126C01 MS Excel Beginning (B or better).	
1010315500	QuickBooks Basics	1.00
	Students will process routine accounting transactions for service industry including company setup.	
	<b>Competencies</b>	
	10103155C00 QuickBooks Basics	1.00
	Students will process routine accounting transactions for service industry including company setup.	
1080119500	Written Communication	3.00
	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.	
	<b>Competencies</b>	
	10801195C00 Written Communication	3.00
	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.	
	2080121900 English Composition I	3.00
	Develops expository writing and critical thinking skills, including clarity, concision, concreteness, and completeness of expression, supported by reasoning, organization, and language conventions.	
1080119600	Oral Interpersonal Communication	3.00

COURSE #	COURSE TITLE	CREDITS
	Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects.	
	<b>Competencies</b>	
10801196C00	Oral Interpersonal Communication	3.00
	Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects.	
2081020100	Fundamentals of Speech	3.00
	Examines theory and process of communication, the role of speech in self-development, the art of persuasion, topic selection, the use of research-based evidence, and audience analysis. Includes organizing speech content, speech delivery, and critique via presentation of informative and persuasive speeches and development of effective extemporaneous speaking style. Students gain self-confidence, proficiency, and poise.	
1080413400	Mathematical Reasoning	3.00

COURSE #	COURSE TITLE	CREDITS
	<p>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: 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score <math>\geq 35</math> or UW Math Placement Basic Math Skills score <math>\geq 250</math> or ACT Mathematics score <math>\geq 18</math> or Tailwind Math College Math Fund score <math>\geq 16</math>.</p> <p><b>Competencies</b></p>	
10804134C00	<p>Mathematical Reasoning</p> <p>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: 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score <math>\geq 35</math> or UW Math Placement Basic Math Skills score <math>\geq 250</math> or ACT Mathematics score <math>\geq 18</math> or Tailwind Math College Math Fund score <math>\geq 16</math>.</p>	3.00
2080422000	<p>Intermediate Algebra</p> <p>Studies the construction and resulting properties of the real number system. Students simplify and factor algebraic expressions using fundamental laws and order of operations; solve first and second degree equations and inequalities in one variable, systems of equations, and exponential and logarithmic equations; graph first degree and second degree equations and inequalities in two variables; and solve equations involving rational expressions, fractional exponents and radicals. Prerequisites: 1083411000 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math Skills score <math>\geq 365</math> and UW Math Placement Algebra score <math>\geq 300</math>) or 1080413400 Mathematical Reasoning (C or better) or ACT Mathematics score <math>\geq 20</math> or Tailwind Math College Math Fund score <math>\geq 47</math>.</p>	4.00

**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

### How You'll Learn



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

### 2021 Start Dates

January 6	May 7	September 1
February 1	June 7	October 4

March 1

July 5

November 1

## 2022 Start Dates

January 5

March 1

June 6

February 7

May 2

July 11

[VIEW FULL ACADEMIC CALENDAR](#)

## Approximate Cost

**\$5,096\***

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

## Median Annual Salary

\$33,801

\$37,614

\$40,049

Local

State

National

EMSI 2020.1

## Get Started

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

[APPLY NOW](#)