NICOLET COLLEGE

Bookkeeper

Technical Diploma

The Bookkeeper program is designed for small businesses seeking to better perform routine accounting and payroll transactions, individuals seeking employment as an entry-level bookkeeper, or individuals currently employed seeking to expand their basic accounting skills and knowledge. Participants will learn to process basic financial transactions and perform payroll operations.

Program Outline

TERM 1

Course #	Course Title	Credits
1010111200	Payroll Accounting Teaches accounting theory and application for payroll, including preparation and reporting processes, laws and government reporting requirements Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better) (concurrent enrollment allowed).	3.00
1010115100	Accounting Principles: Accounting Cycle Develop an understanding of the fundamental principles of accounting and all steps of the accounting cycle.	2.00
1010315500	QuickBooks Basics Students will process routine accounting transactions including company setup.	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
1015110500	Digital Literacy with Cyber Security This course will cover identifying and differentiating between major computer components, Microsoft Windows operating system and application operations, computing environment issue troubleshooting, making connections between office network devices, file management, and basic cybersecurity threats and best practices.	1.00

Total Credits: 8.00

Talk with a Success Coach 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

Next Academic Start Dates

11
JAN

Spring 2027 Term Starts

15
MAR

Additional Spring 2027 Start for Select Courses

VIEW FULL CALENDAR

Program Tuition*

$1,327

Books & Supplies*

$643

*Total cost for degree completion is estimated by current course requirements, books, and supplies. Tuition and fees are set by the Wisconsin Technical College System and subject to change.

Not Eligible for Financial Aid

▸ Potential Indirect Costs

Your Potential Careers

- Bookkeeper
- Accounting Clerk

What You'll Learn

- Process financial transactions throughout the accounting cycle
- Process payroll

Median Annual Salary

$37,869	$43,665	$44,193
Local	State	National

Lightcast 2023.1

Get Started

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

APPLY NOW