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<br>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<br>Develop an understanding of the fundamental principles of accounting and all steps of the accounting cycle. | 2.00 |
| 1010315500 | QuickBooks Basics<br>Students will process routine accounting transactions including company setup. | 1.00 |
| 1010113500 | QuickBooks Applications<br>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<br>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

## Spring 2026 Start Dates

**January 12** - 16-Week Spring Term Start
**March 9** - Additional 8-Week Term Start for Select Courses

## Summer 2026 Start Date

**May 19** - Summer Term Start
**June 15** - Additional Term Start for Select Courses

## Fall 2026 Start Dates

**August 31** - 16-Week Fall Term Start
**October 26** - Additional 8-Week Term Start for Select Courses

**VIEW FULL ACADEMIC 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.

▶ **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