

Program Number 31-101-1
Technical Diploma • Two Terms

ABOUT THE PROGRAM

The Accounting Assistant technical diploma will provide students with the skills and confidence necessary to perform entry-level bookkeeping and accounting work for local employers. Accounting Assistant majors may work in a small business and be responsible for various aspects of bookkeeping or work in a larger firm under the supervision of an accountant and specialize in a certain area.

PROGRAM OUTCOMES

- Process financial transactions throughout the accounting cycle.
- Evaluate financial information to support decision making.
- Process payroll.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

Lakeshore credits transfer to over 30 universities. For more information visit lakeshore.edu/future-students/transfer.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
- Complete the online Student Success Questionnaire.
- Complete Get Started at Lakeshore appointment:
 - Application Check-in
 - College Orientation Overview
 - 1st Time Program Registration

**Submit high school transcripts, college transcripts, and test scores (optional, highly recommended). Official transcripts will be needed for transferring college credit(s) and for financial aid purposes.*

ACADEMIC PREPAREDNESS/FUTURE SEMESTER ENROLLMENT STEPS

If applicable, complete program-specific academic preparedness requirements and enrollment steps prior to enrolling in occupational or core courses. Students will be notified if there is a program waitlist. View the college's program webpage for details: <https://lakeshore.edu/programs-and-courses/career-areas/finance/accounting-assistant>.

APPROXIMATE COSTS

\$152.85 per credit tuition (WI resident) plus \$9.17 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit lakeshore.edu/Financial-Aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit lakeshore.edu/Financial-Aid for more information.

SPECIAL NOTE

Applied Tax requires attending in person classes during the spring term at the Lakeshore Cleveland campus. Alternate VITA site locations for out-of-district students may be possible with instructor approval. All assessments must be proctored at an authorized testing site.

RELATED PROGRAMS

- Accounting Associate Degree
- Tax Preparer Certificate

CONTACT

Lakeshore College Recruiter
920.693.1366 • Recruitment@lakeshore.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10101111	Accounting 1*	4
10103121	Excel - Level 1*	1
10101122	Income Tax*	3
10801136	English Composition 1	3
10102160	Business Law 1	3
10804189	Introductory Statistics	3
		17
Term 2		
10101113	Accounting 2*	4
10101129	Applied Tax	1
10101128	Income Tax 2*	2
10101135	Payroll Accounting*	3
10101180	Spreadsheet Data Management*	2
10101182	Accounting Software Applications*	2
		14
		TOTAL 31

*CBE delivery only

Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your academic counselor for details. The tuition and fees are approximate based on 2025-2026 rates and are subject to change prior to the start of the academic year.

ACCOUNTING 1...provides the learner with the skills to understand and apply accounting principles and procedures useful in any business. Includes the accounting cycle for a service enterprise and a merchandising enterprise, chart of accounts, ledgers, accruals and deferrals, inventories, and internal controls.

ACCOUNTING 2...provides the learner with the skills to transition to more advanced accounting courses with emphasis given to notes and interest, forms of legal entities, stock transactions, depreciation methods, valuation, and financial analysis.
PREREQUISITE: 10101111 Accounting 1

ACCOUNTING SOFTWARE APPLICATIONS...prepares the learner to transfer manual accounting skills to computerized accounting software. It includes company setup, expenditure cycle transactions, revenue cycle transactions, general journal transactions, payroll, bank reconciliations, end-of-period procedures, and customization of financial statements. PREREQUISITE: 10101111 Accounting 1 or 10101150 Office Accounting

APPLIED TAX...provides the opportunity for the learner to expand tax preparation skills acquired in the Income Tax course and apply those skills to real-life situations in preparing taxes for the local community through the IRS Volunteer Income Tax Assistance (VITA) program. Learners are required to gain certification from the IRS for the course. PREREQUISITE: 10101122 Income Tax

BUSINESS LAW 1...provides the learner with the skills to summarize the American legal system; diagram the state/federal court systems; evaluate dispute resolution methods; sequence the civil litigation process; summarize the administrative agencies; differentiate civil and criminal law; apply theories of negligence, intentional tort, and product liability; summarize elements of a contract; assess the validity of a contract; assess third-party rights and available remedies; and summarize Article II of the UCC.

ENGLISH COMPOSITION 1...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. Discuss reading and writing academic course support with your Counselor.

EXCEL - LEVEL 1...introduces the student to spreadsheet features such as creating, saving, editing, navigating, formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks.

INCOME TAX...introduces the learner to federal income tax laws and their underlying principles. Includes filing status, gross income (inclusions and exclusions), deductions and exceptions, tax forms and schedules, the computation of taxes, depreciation and completion of tax forms both manually and computerized.

INCOME TAX 2...expands the learner's ability to comprehend the principles of income tax law and calculate federal income tax for business using tax and practical problems. PREREQUISITE: 10101122 Income Tax

INTRODUCTORY STATISTICS...prepares students to 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. Discuss math and reading academic course support with your Counselor.

PAYROLL ACCOUNTING...introduces the learner to federal and state payroll laws, calculating for gross and net pay, preparing payroll deductions, maintaining payroll records, and processing payroll in both a manual and computerized setting and preparing quarter-end and year-end reports. COREQUISITE: 10101111 Accounting 1

SPREADSHEET DATA MANAGEMENT...provides the learner with intermediate skills to use spreadsheet software to solve accounting and business problems. It focuses on advanced functions and relates skill acquisition to accounting analysis and reporting needs. COREQUISITES: 10101111 Accounting 1 and PREREQUISITE: 10103121 Excel - Level 1 or equivalent