



# Accounting Assistant

Program No: 31-101-1

Technical Diploma

Degree Completion Time: Two Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10101111	Accounting 1	4.00
10101135	Payroll Accounting	3.00
10105124	Portfolio Introduction	1.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
	<b>Total</b>	<b>14.00</b>
<b>Term 2</b>		
10101113	Accounting 2	4.00
10101180	Spreadsheet Data Management	2.00
10102160	Business Law 1	3.00
10101191	Portfolio Assessment	1.00
10809195	Economics	3.00
10101182	Accounting Software Applications	3.00
	<b>Total</b>	<b>16.00</b>
	<b>Program Total</b>	<b>30.00</b>

## 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.

## Careers

- Entry-level Bookkeeping
- Entry-level Accounting
- Auditing Clerk

## Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

## Program Outcomes

You'll learn to:

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

## Approximate Costs

- \$126 per credit (resident)
- \$182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

## Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

## Divisional Grading Policy

All course work in the Business and Technology Division must be passed with a grade of "C" or better for program graduation.

## Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

**Note:** Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

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**10101111 Accounting 1**

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

**10101113 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, depreciation methods, payroll, valuation, and financial analysis.

*PREREQUISITE: 10101111 Accounting 1*

**10101135 Payroll Accounting**

...introduces the learner to federal and state payroll laws; calculations for gross and net income; preparing payroll deductions; maintaining payroll records; and processing payroll in both a manual and computerized setting.

*COREQUISITE: 10101111 Accounting 1*

**10101180 Spreadsheet Data Management**

...provides the learner with the 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 Microsoft Excel skills or equivalent*

**10101182 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 reconciliation's, end-of-period procedures, and customization of financial statements.

*PREREQUISITE: 10101111 Accounting 1*

**10101191 Portfolio Assessment-Accounting**

...assesses what the student has learned throughout the program and reviews project samples of their achievements and analyzes program outcomes and core abilities.

*PREREQUISITE: 10105124 Intro to Portfolio and 10101111 Accounting 1 and CONDITION: 101011 Accounting program requirements met*

**10102160 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 analyze warranties.

**10105124 Portfolio Introduction**

...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

**10801195 Written Communication**

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.

*PREREQUISITE: 10831103 Intro to College Wrtg or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent*

**10804123 Math w Business Apps**

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

*PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent*

**10809195 Economics**

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

*COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent*