

# ACCOUNTING ASSISTANT

## Overview

### Accounting Assistant Technical Diploma

**Program Code: 31-101-1**

For more information: [www.wctc.edu/accounting-asst](http://www.wctc.edu/accounting-asst) (<http://www.wctc.edu/accounting-asst/>)

Learn to perform entry-level bookkeeping and accounting work through real-world scenarios and simulations. Combine hands-on computer training with accounting concepts and procedures. Prepare for work in a wide variety of business types and sizes.

**The minimum required course grades and program grade point average (GPA) for students under this catalog are:**

Core Courses = C  
General Studies Courses = C  
Program GPA = 2.0

**Build your degree along a career pathway.** Start with a couple of courses or an entry-level credential to enter the job market in your area of interest, then continue with higher credentials on your educational path for job advancement and higher wages.

## Career Pathway

1. Accounting Assistant 26
2. Accounting 61

## Learning Outcomes

### Program Outcomes

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

## Critical Life Skills

To help our students prepare for success in a workplace and society that is **increasingly global, multi-cultural, and collaborative**, all students are given opportunities to develop and demonstrate Critical Life Skills, both in and out of the classroom. The following Critical Life Skills are learning outcomes for WCTC students.

- **Communication:** Demonstrate appropriate communication.
- **Critical Thinking/Problem Solving:** Demonstrate critical thinking skills to analyze situations and solve problems.
- **Relationships:** Demonstrate effective interpersonal skills.
- **Self-management:** Demonstrate responsible and respectful behavior.

## Required Courses

Listed below are the required courses for the program. To view the recommended sequence for taking courses click on the plan of study tab(s) above. Work with your Academic Advisor to design a program plan!

View your Program Matrix ([https://www.wctc.edu/\\_site-pdfs/course-offering-matrix/311011.pdf](https://www.wctc.edu/_site-pdfs/course-offering-matrix/311011.pdf)) to find out when each course will be offered (term and time of day).

Code	Title	Credits
<b>Technical Courses</b>		
101-104	Accounting Spreadsheets	2
101-111	Accounting I - Principles	4
101-113	Accounting II - Principles	4
101-118	Beginning Quickbooks	1
Substitute: 101-114		
101-123	Income Tax I	4
101-141	Payroll Systems	2
Substitute: 101-114		
106-162	Introduction to Microsoft Word	1
Substitute: 106-110		
106-163	Intro to Microsoft Excel	1
Substitute: 106-110		
890-108	Employment Success	1
<b>General Studies</b>		
801-136	English Composition 1	3
Approved Substitute: 801-223		
804-123	Math w Business Apps	3
Approved Substitutes: 804-107 OR 804-115 OR 804-116 OR 804-118 OR 804-195 OR 804-198 OR 804-211		
<b>Total Credits</b>		<b>26</b>

## Full-time Plan

### First Year

Fall Term 1		Credits
101-111	Accounting I - Principles <small>This course will run 16 weeks.</small>	4
106-162	Introduction to Microsoft Word <small>This course will run 4 weeks.</small>	1
804-123	Math w Business Apps	3
<b>Credits</b>		<b>8</b>

### Fall Term 2

106-163	Intro to Microsoft Excel <small>This course will run 4 weeks.</small>	1
801-136	English Composition 1	3
<b>Credits</b>		<b>4</b>

### Winter Interim

890-108	Employment Success	1
<b>Credits</b>		<b>1</b>

### Spring Term 1

101-113	Accounting II - Principles <small>This course will run 16 weeks.</small>	4
101-123	Income Tax I	4
<b>Credits</b>		<b>8</b>

### Spring Term 2

101-141	Payroll Systems	2
<b>Credits</b>		<b>2</b>

**Second Year****Summer Interim**

101-118	Beginning Quickbooks	1
<b>Credits</b>		<b>1</b>

**Summer Term**

101-104	Accounting Spreadsheets	2
<b>Credits</b>		<b>2</b>
<b>Total Credits</b>		<b>26</b>

## Online Plan

**First Year****Fall Term 1****Credits**

101-111	Accounting I - Principles	This course will run 16 weeks.	4
804-123	Math w Business Apps		3
<b>Credits</b>			<b>7</b>

**Fall Term 2**

106-163	Intro to Microsoft Excel	This course will run 4 weeks.	1
<b>Credits</b>			<b>1</b>

**Winter Interim**

890-108	Employment Success		1
<b>Credits</b>			<b>1</b>

**Spring Term 1**

101-113	Accounting II - Principles	This course will run 16 weeks.	4
106-162	Introduction to Microsoft Word	This course will run 4 weeks.	1
<b>Credits</b>			<b>5</b>

**Spring Term 2**

801-136	English Composition 1		3
<b>Credits</b>			<b>3</b>

**Summer Interim**

101-118	Beginning Quickbooks		1
<b>Credits</b>			<b>1</b>

**Summer Term**

101-104	Accounting Spreadsheets		2
<b>Credits</b>			<b>2</b>

**Second Year****Fall Term 1**

101-123	Income Tax I		4
<b>Credits</b>			<b>4</b>

**Spring Term 2**

101-141	Payroll Systems		2
<b>Credits</b>			<b>2</b>
<b>Total Credits</b>			<b>26</b>