

Accounting Assistant

Technical Diploma

An Accounting Assistant performs entry-level bookkeeping and accounting work. Graduates may work in a small business and be responsible for all aspects of bookkeeping or work in a larger firm and specialize in a certain area under the supervision of an accountant. The program combines hands-on computer training with accounting concepts and procedures.

Program Outline

| TERM 1 | | |
|------------|---|---------|
| Course # | Course Title | Credits |
| 1010210600 | <p>Business Essentials</p> <p>This class helps new Nicolet students make a successful transition to the College. The course is a chance for students to learn College resources, practice pacing and time management, grit and the learning management system. Students also receive an introduction and have opportunities to practice professional business communication.</p> | 1.00 |
| 1080119500 | <p>Written Communication</p> <p>Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.</p> | 3.00 |
| 1010115100 | <p>Accounting Principles: Accounting Cycle</p> <p>Develop an understanding of the fundamental principles of accounting and all steps of the accounting cycle.</p> | 2.00 |
| 1080412300 | <p>Math with Business Applications</p> <p>Covers real numbers, basic operations, linear equations, proportions with one variable, percent, simple interest, compound interest, annuity, applying math concepts to the purchasing/buying/selling processes, and basic statistics with business and consumer applications. Prerequisite: Accuplacer Algebra score ≥ 35 or ACT Mathematics score ≥ 18.</p> | 3.00 |
| 1010111200 | <p>Payroll Accounting</p> <p>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).</p> | 3.00 |
| 1010120500 | <p>Accounting Principles: Inventory Valuation</p> <p>This course will provide in depth knowledge of various inventory valuation methods. Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better).</p> | 1.00 |
| 1010121000 | <p>Accounting Principles: Receivables, Cash and Assets</p> <p>This course will provide in-depth knowledge of various methods of Account Receivable valuation; Cash valuation, and Internal controls; various fixed asset depreciation methods and intangible asset depletion method principle. Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better).</p> | 2.00 |
| 1010311500 | <p>MS Word Beginning</p> <p>This course will cover creating a flyer, research paper, and business letter using Microsoft Word.</p> | 1.00 |

| Course # | Course Title | Credits |
|---------------|---|---------|
| 1010312600 | MS Excel Beginning This course will cover creating a worksheet and chart; application of formulas, functions, and formatting; and working with large worksheets, charting, and what-if analysis using Microsoft Excel. | 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 |
| TERM 2 | | |
| Course # | Course Title | Credits |
| 1080119600 | Oral Interpersonal Communication Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects. | 3.00 |
| 1010111500 | Tax 1 Individual Income Taxation Students will learn about individual income taxation. | 2.00 |
| 1010111600 | Tax 1 Tax Deductions and Credits Students will learn about tax deductions and credits. Prerequisite: 1010111500 Tax 1 Individual Income Taxation (C or better) (concurrent enrollment allowed). | 1.00 |
| 1010111700 | Tax 1 Preparing Individual Tax Returns Students will learn about preparing individual tax returns Prerequisite: 1010111600 Tax 1 Tax Deductions and Credits (C or better) (concurrent enrollment allowed). | 1.00 |
| 1010115300 | Accounting Principles: Partnership Accounting Students will prepare various accounting records for partnerships Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better). | 1.00 |
| 1010115600 | Accounting Principles: Equity Financing Accounting Students will learn the principles of equity financing accounting Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better). | 1.00 |
| 1010115700 | Accounting Principles: Debt Financing Accounting Students will learn the principles of debt financing accounting Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better). | 1.00 |
| 1010115900 | Accounting Principles: Financial Statement Analysis Students will learn the principles of financial statement analysis. Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better). | 1.00 |
| 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 |
| 1010220100 | Business Law Foundation and Torts This course examines law and the ways it impacts business operations. The student will learn sources of business law and be exposed to jurisdiction, the adjudication process and the framework of the court system. Torts and intellectual property are also covered. | 1.00 |

| Course # | Course Title | Credits |
|------------|---|---------|
| 1010220500 | Business Law Contracts This course will cover the basic requirements of contracts, how they may be breached and the process of collecting damages in a breach. Student will be exposed to The Uniform Commercial Code and the relationship between it and contract law. | 1.00 |
| 1010221000 | Business Law Entities and Real Property This class covers typical business entities such as sole proprietorship, partnership and corporation along with the advantages and disadvantages of each. Students will also learn the critical elements of real property and personal property laws. | 1.00 |
| 1010312700 | MS Excel Intermediate This course will cover working with financial functions, data tables, amortization schedules, multiple worksheets, and workbooks; creating, sorting, and querying a table; and creating templates; importing data; and working with SmartArt, images, and screenshots using Microsoft Excel. Prerequisite: 1010312600 MS Excel Beginning (C or better) (concurrent enrollment allowed). | 1.00 |

Total Credits: 35.00

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 2025 Start Dates

January 13 - 16-Week Spring Term Start
March 10 - Additional 8-Week Term Start for Select Courses

Summer 2025 Start Date

June 16 - 8-Week Summer Term Start

Fall 2025 Start Dates

August 25 - 16-Week Fall Term Start
October 20 - Additional 8-Week Term Start Start for Select Courses

[VIEW FULL ACADEMIC CALENDAR](#)

Program Tuition*

\$5,869

Books & Supplies*

\$1,344

*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.

Financial Aid Eligible

► [Potential Indirect Costs](#)

What You'll Learn

- Process financial transactions throughout the accounting cycle
 - Evaluate financial information to support decision making
 - Process payroll
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Your Potential Careers

- Bookkeeper
 - Accounting Clerk
 - Payroll Clerk
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Median Annual Salary

| | | |
|----------|----------|----------|
| \$37,932 | \$43,889 | \$44,458 |
| Local | State | National |

Lightcast 2023.1

Get Started

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

[APPLY NOW](#)