

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	Business Essentials 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.	1.00
1080119500	Written Communication 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.	3.00
1010115100	Accounting Principles: Accounting Cycle Develop an understanding of the fundamental principles of accounting and all steps of the accounting cycle.	2.00
1080413400	Mathematical Reasoning An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. Prerequisite: 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score ≥ 35 or UW Math Placement Basic Math Skills score ≥ 250 or ACT Mathematics score ≥ 18 or Tailwind Math College Math Fund score ≥ 16 .	3.00
1010111200	Payroll Accounting 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
1010120500	Accounting Principles: Inventory Valuation This course will provide in depth knowledge of various inventory valuation methods. Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better).	1.00
1010121000	Accounting Principles: Receivables, Cash and Assets 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).	2.00

Course #	Course Title	Credits
1010311500	MS Word Beginning This course will cover creating a flyer, research paper, and business letter using Microsoft Word.	1.00
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

Course #	Course Title	Credits
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
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/Summer 2025 Start Dates

January 13

March 10

May 19

June 16

Fall 2025 Start Dates

August 25

October 20

[VIEW FULL ACADEMIC CALENDAR](#)

Program Tuition*

\$5,589

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](#)