

# Accounting Assistant

Program Number: 31-101-1

## One-Year Technical Diploma

Accounting & Finance Program Cluster

Center for Business and Applied Arts

Program offered at Madison, Portage, Reedsburg, and Watertown Campuses

For information call: (608) 246-6003 or (800) 322-6282 Ext. 6003

## About the Program

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

## Requirements for Admission

1.) High school diploma, HSED or GED with a minimum grade point average of 2.0 or equivalent; 2.) algebra, grade of C or better.

## Curriculum

		Hrs/week	
		Credits	Lec-Lab
<b>First Semester</b>			
10-101-111	Accounting 1-Principles.....	4	4-0
10-102-134	Business Organization and Management.....	3	3-0
10-103-133	Excel-Beginning.....	1	2.25-.75
10-801-195	Written Communication.....	3	3-0
10-804-144	Math of Finance.....	3	3-0
<b>Semester Total</b>		<b>14</b>	

<b>Second Semester</b>			
10-101-113	Accounting 2-Principles.....	4	4-0
10-101-123	Tax 1.....	4	4-0
10-101-138	Accounting and Payroll Systems.....	3	3-0
10-103-139	Excel-Intermediate.....	1	2.25-.75
10-106-190	Professional Development.....	1	1-0
<b>Semester Total</b>		<b>13</b>	

*Note: Students are placed in English or mathematics courses based on their scores on the COMPASS or ASSET test or on completion of the appropriate prerequisite.*

### Graduation Requirement:

Please note: A minimum grade of C is required for all occupational specific courses in order to graduate.

## Program Courses

**10-101-111 Accounting 1–Principles 4 credits**

Introduction to the field of accounting. The accounting cycle of journalizing transactions, posting, adjusting and closing entries, as well as the preparation of accounting statements is emphasized for service industries and merchandising concerns. Details of accounting for cash, notes and interest, inventories, fixed assets, depreciation and payroll are studied. Recommend concurrent enrollment in Math of Finance, 10-804-144.

**10-101-113 Accounting 2–Principles 4 credits**

Procedures of accounting for partnerships and corporations. Additional topics include current and long-term liabilities, statement of cash flows, departmental accounting, manufacturing accounting, analysis of financial statements, introduction to cost accounting, budget preparation and cost-volume-profit analysis. Prerequisites: grade of C or better in Accounting 1 – Principles, 10-101-111 and completion or concurrent enrollment in Math of Finance, 10-804-144.

**10-101-123 Tax 1 4 credits**

Introduction to federal and state income tax laws with an emphasis on personal taxes. These areas are included: income, deductions, credits, depreciation, gains and losses, and sole proprietorship taxation. The course requires the preparation of a series of individual income tax returns.

**10-101-138 Accounting and Payroll Systems 3 credits**

A survey of accounting and payroll systems, procedures and methods, to capture data and report financial information. Principles and problems of accounting and payroll systems, systems design, charting, internal control procedures, forms design and hands-on experience with a microcomputer are emphasized. Prerequisites: grade of C or better in Accounting 2-Principles, 10-101-113 and Excel–Beginning, 10-103-133.

**10-102-134 Business Organization and Management 3 credits**

This survey course imparts an understanding of the economic and legal environment in which businesses operate, as well as an understanding of the organization and management of business enterprises. An emphasis is placed on business terminology and concepts.

**10-103-133 Excel–Beginning 1 credit**

Introduction to Excel spreadsheet software. Create, edit, save, format, print, perform calculations, copy/move text and formulas, and create charts. Working knowledge of Windows presumed.

**10-103-139 Excel–Intermediate 1 credit**

Create complex formulas, expand use of functions, manage and link workbooks, create and use macros, use and analyze list data, enhance charts and workbooks. Working competency in Windows and Beginning Excel presumed.

**10-106-190 Professional Development 1 credit**

Research the job market, develop a job search/career portfolio, and prepare for the job interview. The portfolio will include: a cover letter, resume, reference sheet, job application form, thank you letter and work samples. It is recommended that this course be taken during the third and fourth semester of the program.

## Career Potential:

- Accounts Payable / Receivable Clerk
- Billing Clerk
- Bookkeeper/ Payroll Clerk
- Inventory Control Clerk
- Office Assistant

With additional education and/or work experience, graduates may find employment as:

- Accountant
- Bookkeeping Supervisor
- Office Manager

*More detailed and updated information on this program may be available at: [matcmadison.edu](http://matcmadison.edu). The college reserves the right to make changes in the regulations and courses announced in this publication without notice.*

*Madison Area Technical College provides equal opportunity in education and employment.*

*Rev. 05/09*