

Accounting Assistant

Program Number: 31-101-1

One-Year Technical Diploma

Accounting & Finance Program Cluster

School of 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

The courses listed below outline the requirements for graduation for students entering this program in the 2012-2013 academic year. Requirements for graduation may vary depending on the semester in which a student is admitted to their program.

Current/continuing students should consult their degree progress report available through their student center account for specific graduation requirements. Program requirements are subject to change.

		Credits	Hrs/week Lec-Lab
First Semester			
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
Semester Total		14	
Second Semester			
10-101-113	Accounting 2-Principles	4	4-0
10-101-123	Tax 1	4	4-0
10-101-138	Accounting and Payroll Systems OR	3	3-0
10-101-152	Intro to Peachtree Accounting AND	(2)	1-1
10-101-153	Systems Accounting Cycle AND	(1)	.25-.50
10-101-154	Payroll Accounting	(1)	.25-.50
10-103-139	Excel-Intermediate	1	2.25-.75
10-106-190	Professional Development	1	1-0
Semester Total		13	

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



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 and receivables are studied. An introduction to a computerized accounting system is also included. Prerequisites: Strongly recommended completion of or concurrent enrollment in Math of Finance, 10-804-144; otherwise, completion of Elementary Algebra, 10-834-110 or Basic Algebra, 74-854-793 or Math Concepts, 74-854-747 (or sufficient score on the COMPASS test.)

10-101-113 Accounting 2–Principles 4 credits

Procedures of accounting for partnerships and corporations. Additional topics include fixed assets, current liabilities and payroll, long-term liabilities, investments, statement of cash flows, analysis of financial statements, and an introduction to cost accounting. Prerequisite: grade of C or better in Accounting 1-Principles, 10-101-111 and prerequisite or co-requisite: 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 covering procedures and methods to capture data and report financial information. Specific topics include flowcharting, internal controls, and transaction work in both manual and computerized environments. Special emphasis is also placed on payroll calculations and the processing of payroll information. Lab intensive course involving hands-on experience with Excel spreadsheet software and Peachtree accounting software. Prerequisites: grade of C or better in 10-101-113 (or concurrent enrollment) and completion of 10-103-133. **This requirement can be satisfied by completing the following three courses: 10-101-152, 10-101-153 & 10-101-154:**

10-101-152 Intro to Peachtree Accounting 2 credits

Prepares the student to use Peachtree accounting in a "real world" business setting. The student will learn how to set up a company's accounting system within Peachtree. Once set up, the student will learn how to use the general journal, purchases journal, cash disbursements journal, sales journal, cash disbursements journal, and payroll journal. The student will learn how to prepare the financial statements and how to make modifications to Peachtree's predefined statements. The prerequisite for this course is an introductory financial accounting course or demonstration of an understanding of basic financial accounting.

10-101-153 Systems Accounting Cycle 1 credit

The objective of this course is to help students understand and visualize the accounting systems used by companies. This is accomplished by using a manual practice set which has students performing all accounting functions for a small service company. A manual accounting system is used, with the expectation that understanding the flows within a manual system will provide a strong foundation for understanding computerized systems. Students will work with commonly used business documents. Flowcharting and internal control procedures are also covered. Prerequisite: Accounting 1-Principles, 10-101-111, or consent of instructor

10-101-154 Payroll Accounting 1 credit

This course introduces the student to the many aspects of payroll accounting, administration, and management. The course is intended for accounting students, other business students and outside professionals who have a need or interest in understanding the laws and regulations, the calculations (including all payroll taxes), the government reporting and the accounting entries related to the payroll function. Prerequisite: Accounting 1-Principles, 10-101-111

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: madisoncollege.org. 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.

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