

# **ACCOUNTING ASSISTANT**

**Technical Diploma** Program Code: 31-101-1 **Total Credits: 27** 

The Accounting Assistant program at Mid-State is ideal for students with strong logic and attention to detail. The program develops financial and managerial accounting skills and an understanding of financial reporting. Students also learn critical aspects of budgeting and technology as well as communication skills to be successful in their role. Students in the program will develop the skills needed to record, post, and reconcile accounting data in the areas of accounts payable, accounts receivable, sales, purchasing, budgeting, and payroll. They will also learn to summarize and report financial information, and provide support within the financial functions of an organization. Students also gain basic tax preparation skills. Includes cooperative learning activities that provide real-world experiences, both inside and outside the classroom.

Estimated tuition and fees: mstc.edu/programcosts

#### **ACADEMIC ADVISOR**

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

CHECKLIST: This section will be completed when meeting with your academic advisor.				
FAFSA (www.fafsa.gov)				
☐ Financial Aid Form(s)				
Form(s):				
☐ Follow-Up Appointment:				
Where:				
When:				
With:				
Official Transcripts Mid-State Technical College Student Services Assistant 1001 Centerpoint Drive Stevens Point, WI 54481				
☐ Other:				



mstc.edu • 888.575.6782 • TTY: 711

**ADAMS CAMPUS** 401 North Main Adams, WI 53910 **MARSHFIELD CAMPUS** 2600 West 5th Street Marshfield, WI 54449

STEVENS POINT CAMPUS 1001 Centerpoint Drive Stevens Point, WI 54481

WISCONSIN RAPIDS CAMPUS 500 32nd Street North

MID-STATE

Wisconsin Rapids, WI 54494

## **CAREER PATHWAY • BEGIN AT ANY POINT**



CREDIT FOR PRIOR LEARNING AND EXPERIENCE

- Certifications and Licenses
- High School Credit
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

#### **PAYROLL FOUNDATIONS**

Certificate • 6 Credits

### TAX PREPARATION

Certificate • 6 Credits

#### QUICKBOOKS & OFFICE ESSENTIALS

Certificate • 6 Credits

For more information and additional opportunities, visit mstc.edu/career-accelerator.

# TECHNICAL DIPLOMA

#### **ACCOUNTING ASSISTANT**

Technical Diploma • 27 Credits

#### **Start Your Career**

- · Accounting Technician
- Auditing Clerk
- Bookkeeper



#### **ACCOUNTING**

Associate in Applied Science (AAS) • 60 Credits

#### **Start Your Career**

- Accountant
- Accounting Assistant
- Accounts Receivable/Payable Specialist



#### **BACHELOR'S DEGREE OPTIONS**

Arizona State University, Bellevue University, Colorado State University Global, Concordia University, Franklin University, Grand Canyon University (GCU), Herzing University, Lakeland University, Milwaukee School of Engineering (MSOE), Mount Mary University (MMU), Northern Michigan University, University of Maryland Global, University of Phoenix, UW-Green Bay, UW-Oshkosh, UW-Stevens Point, UW-Stevens Point at Marshfield, UW-Stout, UW-Whitewater, Western Governors University, and Wisconsin Private-Nonprofit Universities/Colleges.

For more information and additional opportunities, visit mstc.edu/transfer.

#### **OUTCOMES**

Employers will expect you, as an Accounting Assistant graduate, to be able to:

- Process financial transactions throughout the accounting cycle.
- Evaluate financial information to support decision making.
- · Process payroll.

#### **TECHNICAL SKILLS ATTAINMENT**

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students will complete the TSA assessments in Accounting 2 and Payroll Accounting.

#### STUDENT HANDBOOK

Visit **mstc.edu/studenthandbook** to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

NOTES:			

#### **GRADUATION REQUIREMENT**

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. (Not counted in the total credit value for this program.) Some students are exempt from this requirement. Please see your program advisor for more information.

# GPS for Student Success ☐ 10890102 .....1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

### **ADDITIONAL COURSES AS NEEDED**

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### College Reading and Writing 1

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to

produce well-developed, coherent, and unified written work.

### Pre-Algebra

proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

#### SAMPLE FULL-TIME CURRICULUM OPTION **Term** 12 credits 10101120 Payroll Accounting Z 3 3 10101140 Accounting 12 10103106 Microsoft Office-Introduction Z 3 10801195 Written Communication Z 3 **Term** 15 credits 10101106 **Excel for Accounting** 10101123 3 Income Tax Accounting Z 10101129 QuickBooks Applications 3 10101142 Accounting 2 Z 3 10804107 College Mathematics & **Total credits 27**

This course has options available to receive credit for prior learning (CPL) or work experience. Visit the website at mstc.edu/cpl or contact your advisor for details.

#### Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to **mstc.edu/schedule**.

SAMPLE PART-TIME CURRICULUM OPTION					
<b>Term</b> 10101140 10103106	Accounting 1 🛣 Microsoft Office-Introduction 🛣	6 credits 3 3			
<b>Term</b> 10101129 10101142	QuickBooks Applications Accounting 2 &	6 credits 3 3			
<b>Term</b> 10101120 10804107	Payroll Accounting & College Mathematics &	6 credits 3 3			
<b>Term</b> 10101106 10101123 10801195	Excel for Accounting Income Tax Accounting & Written Communication &	<b>9 credits</b> 3 3 3			
	Tot	al credits 27			

MULTIPLE MEASURES	
<b>Multiple Measures Writing (MMW):</b> High school GPA of 2.6 and successful completion of 2.0 credits of high school writing courses with a "C" or better	Multiple Measures Reading (MMR): High school GPA of 2.6 and successful completion of 2.0 credits of high school literature courses with a "C" or better
Multiple Measures Math 1 (MMM_1): High school GPA of 2.6 and successful completion of 1.0 credits of high school math (Algebra 1 or equivalent) with a "C" or better	Multiple Measures Math 2 (MMM_2): High school GPA of 2.6 and successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
Multiple Measures Science 1 (MMS_1): High school GPA of 2.6 and successful completion of 1.0 credits of high school lab science course with a "C" or better	Multiple Measures Science 2 (MMS_2): High school GPA of 2.6 and successful completion of 1.0 credits of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

### **COURSE DESCRIPTIONS**

### Accounting 1 🗹

#### 10101140.....3 credits

A beginning course designed especially for majors or those who need a strong foundation in accounting principles. Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets.

#### Accounting 2 2

#### 10101142 ......3 credits

Studies accounting procedures for partnerships and corporations. Issues involving incorporation are reviewed. Accounting procedures for corporate stock, dividends, retained earnings, bonds, and long-term investments are presented. Analysis of financial statements is introduced and statements of cash flows are prepared. *Prerequisite: Accounting 1 10101140* 

### College Mathematics &

#### 10804107 .....3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM\_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

### **Excel for Accounting**

#### 10101106.....3 credits

Microsoft Excel is a vital tool for many accounting tasks. This course covers basic and advanced features within Excel and relates them to various accounting tasks. Using Excel, students will perform accounting tasks and will experience the gathering, analysis, and reporting of accounting data. Prerequisites: Accounting 1 10101140 and Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123

### Income Tax Accounting &

#### 10101123 ......3 credits

Applies current tax laws in preparing individual tax returns and supporting forms and schedules.

### Microsoft Office-Introduction 🗹

#### 10103106 ......3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

### Payroll Accounting 🗹

#### 10101120......3 credits

Develops a working knowledge of payroll legislation, payroll records, and payroll accounting. Payroll accounting is accomplished through manual methods and automated methods

Corequisite: Microsoft Office-Introduction 10103106

### **QuickBooks Applications**

10101129 ......3 credits

Uses the computer as a tool to reinforce and build on accounting concepts. Students prepare financial statements and managerial reports, produce business documents, and account for service and merchandising business entities.

### Written Communication ©

### 10801195 .....3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better