

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:			

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mstc.edu • 888.575.6782 • TTY: 711

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





Wisconsin Rapids, WI 54494

MID-STAT

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

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



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, Indiana Wesleyan University, Lakeland University, Milwaukee School of Engineering (MSOE), Mount Mary University (MMU), 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.

PROGRAM OUTCOMES

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

- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision making.
- Perform payroll preparation, reporting, and analysis tasks.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program 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

NOTEC.

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 ☐ 108901021 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 108311043 credits

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

Provides an introduction to algebra. Includes operations

on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)

SAMPLE FULL-TIME CURRICULUM OPTION

Term 10101120 10101140 10103106 10801195	Payroll Accounting & Accounting 1 & Microsoft Office-Introduction & Written Communication &	12 credits
Term 10101106 10101123 10101129 10101142 10804107	Excel for Accounting Income Tax Accounting QuickBooks Applications Accounting 2 College Mathematics	15 credits 3 3 3 3 3 3
	Tot	al 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.
- Program completion time may vary based on student scheduling and course availability. For details, go to **mstc.edu/schedule**.

SAMPLE PART-TIME CURRICULUM OPTION

Term 10101140 10103106	Accounting 1 2 Microsoft Office-Introduction	6 credits 3 1 ☑ 3
Term 10101129 10101142	QuickBooks Applications Accounting 2 &	6 credits 3 3
Term 10101120 10804107	Payroll Accounting © College Mathematics ©	6 credits 3 3
Term 10101106 10101123 10801195	Excel for Accounting Income Tax Accounting & Written Communication &	9 credits 3 3 3
		Total credits 27

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

101011423 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 &

108041073 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

Prerequisite: High School GPA of 3.0 or Accuplacer Arithmetic of 250 and QAS 234 or ACT of 17 or Pre-Algebra 10834109 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

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 🗷

101011233 credits

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

101031063 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 LiNK 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

101011293 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 ☑

108011953 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 3.0 or Accuplacer Writing of 262 or ACT of 20 or College Reading and Writing 1 10831104 with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements. Proficiency in word processing skills recommended.