



**10-101-1 ACCOUNTING**  
**31-101-1 ACCOUNTING ASSISTANT**  
**30-101-4 BILLING AND POSTING CLERK**  
**61-101-2 TAX PREPARER ASSISTANT**  
**2020-21 PROGRAM CURRICULUM CHECKLIST**  
**NORTHWOOD TECHNICAL COLLEGE**



**ASHLAND\*, NEW RICHMOND\*, RICE LAKE\*, SUPERIOR\*, ONLINE**  
**OUTREACH CENTERS: BALSAM LAKE\*, HAYWARD\*, LADYSMITH\***

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction.

Select courses are available at Northwood Tech Outreach Centers. Please contact your local campus for specifics.

Name/ID		Date							
CATALOG NUMBER	COURSE TITLE	HOURS / WEEK	CREDITS	TAX PREPARER ASSISTANT PATHWAY CERTIFICATE	BILLING AND POSTING CLERK TECHNICAL DIPLOMA	ACCOUNTING ASSISTANT TECHNICAL DIPLOMA (Financial Aid Eligible)	ACCOUNTING ASSOCIATE DEGREE (Financial Aid Eligible)	DATE COMPLETED	TRANSFER OR GRADE
<b>FIRST TERM</b>									
10101101	Financial Accounting 1	5 hours per week	4 credits	Tax Preparer Assistant	Billing and Posting Clerk	Accounting Assistant	Accounting		
10103146	MS Word A	2 hours per week	1 credits		Billing and Posting Clerk	Accounting Assistant	Accounting		
10103151	MS Excel A	2 hours per week	1 credits		Billing and Posting Clerk	Accounting Assistant	Accounting		
10801198 or 10801196	Speech or Oral/Interpersonal Communication	3 hours per week	3 credits			Accounting Assistant	Accounting		
10804123	Math with Business Applications	3 hours per week	3 credits			Accounting Assistant	Accounting		
10809198 or 10809188	Introduction to Psychology or Developmental Psychology	3 hours per week	3 credits			Accounting Assistant	Accounting		
<b>Second 8 Weeks</b>									
10103152	MS Excel B Corequisite: 10103151 MS Excel A	4 hours per week	1 credits		Billing and Posting Clerk	Accounting Assistant	Accounting		
	<b>FIRST TERM TOTAL</b>	18-22 hours per week		4 Credits Tax Preparer Assistant	7 Credits Billing and Posting Clerk	16 Credits Accounting Assistant	16 Credits Accounting		



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<b>SECOND TERM</b>									
10101103	Financial Accounting 2 Prerequisite: 10101101 Financial Accounting 1	5 hours per week	4 credits			Accounting Assistant	Accounting		
10101123	Income Tax Accounting	4 hours per week	4 credits	Tax Preparer Assistant			Accounting		
10101124	Payroll Systems and Accounting Prerequisite: 10101101 Financial Accounting 1	3 hours per week	3 credits		Billing and Posting Clerk	Accounting Assistant	Accounting		
10101174	QuickBooks Accounting - Beginning Prerequisite: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A	3 hours per week	2 credits	Tax Preparer Assistant	Billing and Posting Clerk	Accounting Assistant	Accounting		
10103162	MS Access A	2 hours per week	1 credit		Billing and Posting Clerk	Accounting Assistant	Accounting		
10801136	English Composition 1	3 hours per week	3 credits			Accounting Assistant	Accounting		
10890116	Job Quest <i>(Accounting Assistant ONLY - Accounting Associate Degree students will complete in Fourth Term)</i>	2 hours per week	1 credit			Accounting Assistant			
	<b>SECOND TERM TOTAL</b>	22 hours per week		6 Credits Tax Preparer Assistant	6 Credits Billing and Posting Clerk	14 Credits Accounting Assistant	17 Credits Accounting		



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<b>THIRD TERM</b>									
10101105	Intermediate Accounting 1 Prerequisites: 10101103 Financial Accounting 2 and 10103152 MS Excel B	5 hours per week	4 credits				Accounting		
10101138	Budgeting and Cost Control      Corequisite: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A	2 hours per week	2 credits				Accounting		
10101172	Accounting Applications Using Excel Prerequisites: 10101103 Financial Accounting 2 and 10103152 MS Excel B	2 hours per week	1 credit				Accounting		
10105125	Business Law	3 hours per week	3 credits				Accounting		
10809195	Economics	3 hours per week	3 credits				Accounting		
	<b>THIRD TERM TOTAL</b>	15 hours per week					<b>13 Credits</b> Accounting		

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 4/7/2020



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<b>FOURTH TERM</b>									
10101107	Intermediate Accounting 2 Prerequisite: 10101105 Intermediate Accounting 1	5 hours per week	4 credits				Accounting		
10101121	Cost and Managerial Accounting Prerequisites: 10101101 Financial Accounting 1 and 10103152 MS Excel B	5 hours per week	4 credits				Accounting		
10-101175	Accounting Systems Corequisite: 10101107 Intermediate Accounting 2	2 hours per week	2 credits				Accounting		
10196191	Supervision	3 hours per week	3 credits				Accounting		
10890116	Job Quest	2 hours per week	1 credit				Accounting		
	<b>FOURTH TERM TOTAL</b>	17 hours per week					14 Credits Accounting		
	<b>PROGRAM REQUIREMENTS</b>			<b>10 Credits</b> Tax Preparer Assistant	<b>13 Credits</b> Billing and Posting Clerk	<b>30 Credits</b> Accounting Assistant	<b>60 Credits</b> Accounting		

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 4/7/2020



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Select the curriculum checklist based on the academic year you begin enrollment in your program. Students admitted mid-year (January) and/or any student who takes courses out of sequence are not guaranteed course availability in all terms of the program. Enrollment in additional terms may be required to complete graduation requirements.

Please be advised that low enrollment class sections may be cancelled. You will be contacted by Student Services with information on other class sections available in alternate formats.

GENERAL STUDIES COURSE OPTIONS FOR NORTHWOOD TECH ASSOCIATE DEGREE PROGRAMS

Co-enrollment in 99831900 Writing Essentials may be recommended in addition to English Composition 1.

Specific General Studies courses are scheduled as requirements for this program. If you have completed General Studies coursework at another Wisconsin technical college, please refer to the Acceptable Transfer Course document at the following link (find your program) to see if your previous coursework will transfer

<https://www.NorthwoodTech.edu/academic-programs/degree-programs-and-certificates/general-studies-courses/courses>

If you have completed General Studies coursework at Northwood Tech in a prior term, the same options will apply for your program requirements.

**ELECTIVE REQUIREMENTS:** To meet the elective credit requirements for this program, you will be required to take associate degree level coursework, i.e., catalog numbers beginning with a 10 (with the exception of General College courses 10831103, 10834109, 10835103, and 10838104).

*GRADUATION REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements. If you do not take courses in the recommended sequence above, it may delay your completion of graduation requirements. A program plan grade point average (GPA) of 2.0 in a 4.0 grade system is required to graduate. A grade point of 2.0 or better is needed in all required (10101XXX) courses.*

*CERTIFICATE REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a certificate's completion requirements. This certificate requires a GPA of 2.0 in a 4.0 grade system to complete.*

**EARN CREDIT FOR WHAT YOU ALREADY KNOW:** Visit <https://www.NorthwoodTech.edu/admissions/preparing-for-college/credit-for-prior-learning> for more information

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 4/7/2020