

**4-Year Completion
10-101-1 Accounting
31-101-1 Accounting Assistant
30-101-4 Billing and Posting Clerk
61-101-2 Tax Preparer Assistant**



2026-27 Required Courses

**Northwood Technical College
Ashland*, New Richmond*, Rice Lake*, Superior*, Online
Outreach Centers: Balsam Lake*,Hayward***

***Combination of Online, Your Choice or On Site instruction.**

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

Name/ID _____

Date _____

| Catalog Number | Course Title | *Hours per Week | Credits | Tax Preparer Assistant Pathway Certificate | Billing and Posting Clerk Technical Diploma | Accounting Assistant Technical Diploma <small>(Financial Aid Eligible)</small> | Accounting Associate Degree <small>(Financial Aid Eligible)</small> | Date Completed | Transfer or Grade |
|----------------------------------|--|------------------|-----------|--|---|---|--|----------------|-------------------|
| First Term - Fall 2026 | | | | | | | | | |
| 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 | | |
| | First Term Total | | | 4 Credits Tax Preparer Assistant | 6 Credits Billing and Posting Clerk | 6 Credits Accounting Assistant | 6 Credits Accounting | | |
| Second Term - Spring 2027 | | | | | | | | | |
| 10101103 | Financial Accounting 2 Prerequisite: 10101101 Financial Accounting 1 | 5 hours per week | 4 credits | | | 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 | | |
| 10804123 | Math with Business Applications | 3 hours per week | 3 credits | | | Accounting Assistant | Accounting | | |
| | Second Term Total | | | 2 Credits Tax Preparer Assistant | 2 Credits Billing and Posting Clerk | 9 Credits Accounting Assistant | 9 Credits Accounting | | |

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|----------------------------------|---|------------------|-----------|--|---|---|--|----------------|-------------------|
| Third Term - Fall 2027 | | | | | | | | | |
| 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 | | |
| 10809198 or 10809188 | Introduction to Psychology or Developmental Psychology | 3 hours per week | 3 credits | | | Accounting Assistant | Accounting | | |
| Second 8 Weeks | | | | | | | | | |
| 10103152 | MS Excel B Corequisite: 10103151 MS Excel A | 4 hours per week | 1 credit | | Billing and Posting Clerk | Accounting Assistant | Accounting | | |
| | Third Term Total | | | | 2 Credits Billing and Posting Clerk | 8 Credits Accounting Assistant | 8 Credits Accounting | | |
| Fourth Term - Spring 2028 | | | | | | | | | |
| 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 | | |
| 10801198 or 10801196 | Speech or Oral/Interpersonal Communication | 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 | | | |
| | Fourth Term Total | | | 4 Credits Tax Preparer Assistant | 3 Credits Billing and Posting Clerk | 7 Credits Accounting Assistant | 10 Credits Accounting | | |

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|----------------|---|------------------|-----------|--|---|--|---|----------------|-------------------|
| | Fifth Term - Fall 2028 | | | | | | | | |
| 10101105 | Intermediate Accounting 1 Prerequisites: 10101103 Financial Accounting 2 and 10103152 MS Excel B | 5 hours per week | 4 credits | | | | Accounting | | |
| 10101179 | Advanced Excel for Accounting Prerequisites: 10101103 Financial Accounting 2 and 10103152 MS Excel B | 3 hours per week | 2 credits | | | | Accounting | | |
| | Fifth Term Total | | | | | | 6 Credits Accounting | | |
| | | | | | | | | | |
| | Sixth Term - Spring 2029 | | | | | | | | |
| 10101107 | Intermediate Accounting 2 Prerequisite: 10101105 Intermediate Accounting 1 | 5 hours per week | 4 credits | | | | Accounting | | |
| 10105125 | Business Law | 3 hours per week | 3 credits | | | | Accounting | | |
| | Sixth Term Total | | | | | | 7 Credits Accounting | | |

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| | Seventh Term - Fall 2029 | | | | | | | | |
| 10101121 | Cost and Managerial Accounting Prerequisites: 10101101 Financial Accounting 1 and 10103152 MS Excel B | 5 hours per week | 4 credits | | | | Accounting | | |
| 10809195 | Economics | 3 hours per week | 3 credits | | | | Accounting | | |
| | Seventh Term Total | | | | | | 7 Credits Accounting | | |
| | Eighth Term - Spring 2030 | | | | | | | | |
| 10101131 | Accounting Capstone Prerequisites: 10103152 MS Excel B, 10101174 Quickbooks Accounting – Beginning, 10101124 Payroll Systems and Accounting, 10101105 Intermediate Accounting 1 and Corequisites: 10101123 Income Tax Accounting | 4 hours per week | 3 credits | | | | Accounting | | |
| 10890116 | Job Quest | 2 hours per week | 1 credit | | | | Accounting | | |
| 10XXXXXX | Elective Course# | 3 hours per week | 3 credits | | | | Accounting | | |
| | Eighth Term Total | | | | | | 7 Credits Accounting | | |
| | Total Credits | | | 10 Credits Tax Preparer Assistant | 13 Credits Billing and Posting Clerk | 30 Credits Accounting Assistant | 60 Credits Accounting | | |



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