

<b>Accounting Assistant</b> 26-credit Technical Diploma Program Code 31-101-1	<b>Last Updated: 08/2025</b> Disclaimer: ** The schedule of offerings may be adjusted to meet enrollment needs.
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The table below displays the program's currently planned course offerings by academic term.

To review the suggested program course sequence, click on the Plan of Study tab on the program page in the WCTC Catalog.

Course #	Course Name	Spring 2024			r Interim 2024	Summe r 2024	Fall 2024			Interi m 2025	Spring 2025			r Interim 2025	Summe r 2025	Fall 2025			Interi m 2026	Spring 2026			r Interim 2026	Summe r 2026	Fall 2026			Interi m 2027				
		Term 1	Term 2	16 Week			Term 1	Term 2	16 Week		Term 1	Term 2	16 Week			Term 1	Term 2	16 Week		Term 1	Term 2	16 Week			Term 1	Term 2	16 Week					
101-104	Accounting Spreadsheets		D			O						D			O						D, O											
101-111	Accounting 1 Principles			D, O					D,O				D, O					D,O				D, O					D,O					
101-113	Accounting 2 Principles			D, O					D,O				D, O					D,O				D, O					D,O					
101-118	Beginning Quickbooks	D				O					D				O					O												
101-123	Income Tax 1	D, O					O				D, O					O				D, O					O							
101-128	Quickbooks																			D							O					
101-141	Payroll Systems (Replaces 101-114 - must also take 101-118)		D, O					O				D, O					O				D, O					O						
106-162	Intro to Word (Replaces 106-110)	D, O	E		O	O	D, O	E		O	D, O	E		O	O	D, O	E		O	D, O	E		O	O	D, O	E		O				
106-163	Intro to Excel (Replaces 106-110)	E, O	D		O	O	E, O	D, O		O	E, O	D		O	O	E, O	D, O		O	E, O	D		O	O	E, O	D, O		O				
801-136	English Composition 1	Click to view the General Studies Course Matrix for course offering details																														
804-123	Math w Business Apps																															
890-108	Employment Success																															