



Accounting Assistant

26-credit Technical Diploma

www.wctc.edu/accounting-asst

If you like working with numbers, focus on accuracy, possess top-notch organizational skills and have a keen eye for detail, a career in accounting might be for you! Clients rely on these traits when they look for a skilled practitioner, and WCTC will help you hone these skills for a rewarding career.

About This Program

Learn to perform entry-level bookkeeping and accounting work through real-world scenarios and simulations. Combine hands-on computer training with accounting concepts and procedures. Prepare for work in a wide variety of business types and sizes.

What Makes This Program Unique

- You can apply credits from this program directly to the Accounting associate degree.
- This certificate provides a solid foundation for further study in the accounting field.

Career Salaries

\$26,000 – \$39,000 annually

Salary range estimates based on wages for related occupations in Waukesha County as reported by Economic Modeling Specialists International (EMSI). Individual wages may vary based on experience, industry, location and specific job requirements.

Potential Careers

- Accounts Payable/Receivable Accountant
- Payroll Accountant
- Bookkeeper
- Inventory Control Accountant



PROGRAM CODE 31-101-1

Credits

CORE COURSES:

101-104	Accounting Spreadsheets	2
101-111	Accounting I - Principles	4
101-113	Accounting II - Principles	4
101-118	Beginning Quickbooks	1
101-123	Income Tax I	4
101-141	Payroll Systems	2
106-162	Introduction to Microsoft Word	1
106-163	Intro to Microsoft Excel	1

GENERAL STUDIES:

801-136	English Composition 1	3
804-123	Math w Business Apps	3
890-108	Employment Success	1

