

Accounting Assistant (31-101-1)

Technical Diploma
Effective 2026/2027

The course sequence shown on this sheet is the recommended path to completion. Courses will be scheduled in the terms indicated here. All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan. Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.). More detailed scheduling information for this program can be found at <https://www.gtc.edu/accounting-assistant>. Please see your academic advisor for additional information.

O = Online, F=Fall, S=Spring, SU=Summer

Term	Course Number	Credits	Course Title	Requisites (prereq- before/ coreq-with)	Notes	O
1	890-155	1	Gateway to Success (G2S)		• Students are required to take this course in their first semester of enrollment. Please see an advisor for details.	F/S/SU
1	*101-114	4	Accounting Principles		• Faculty have identified this milestone course as providing a strong foundation for success throughout the program.	F/S/SU
1	*101-128	3	QuickBooks Online	Coreq: 101-114 OR 101-112	• Faculty have identified this milestone course as providing a strong foundation for success throughout the program.	F/S/SU
1	103-143	3	Computers for Professionals			F/S/SU
1	804-134	3	Mathematical Reasoning	Prereq: 854-760	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	F/S/SU
2	*101-119	3	Payroll Accounting			F/S/SU
2	*101-106	3	Accounting Spreadsheet Apps.			F/S/SU
2	*101-104	4	Income Tax Accounting			F/S/SU
2	*101-116	3	Corporate Accounting	Prereq: 101-114; Coreq: 804-134 OR 804-135; 801-136;103-143 OR 103-102		F/S/SU
2	801-136	3	English Composition 1	Prereq: 831-103 OR 851-757	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	F/S/SU
Minimum Program Total Credits Required: 30						

(*) Students must achieve a combined average of 2.0 ("C") or above for this major course to meet graduation requirements.

Students who are interested in continuing into the 10-101-1 Accounting Program can earn their associate degree by completing an additional 34 credits. Please see your academic advisor for details.

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Students who complete this one-year technical diploma will be able to compute, classify and record accounting information to keep financial records complete. They will proficiently be able to perform any routine calculating, posting and verifying duties primary to maintaining accurate financial records. Additionally, students will be able to perform general office duties including filing and handling routine correspondence to employees, customers and vendors. Students who complete this technical diploma will be able to obtain employment as an office manager, accounting clerk, bookkeeper, accounting assistant, or accounting associate.

Program Learning Outcomes

Graduates will be able to:

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

Essential Career Competencies

Gateway's six essential career competencies are the general attitudes and skills promoted and assessed by all programs. All Gateway graduates will develop skills in:

- 1 Communication Competence
- 2 Critical Thinking and Problem Solving
- 3 Professionalism and Career Management
- 4 Teamwork and Collaboration
- 5 Cultural Competence
- 6 Technology Competence

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for one year or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult My Gateway for exact fee amounts. The District reserves the right to modify, cancel, or relocate course offerings in response to factors such as low enrollment, resource availability, or other relevant considerations to ensure high-quality educational experiences. Students will be notified in writing and are encouraged to meet with their Academic Advisor to adjust their academic plan.

Admission Requirements

- 1 Students must submit an application and pay \$30 fee.
- 2 Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid reading, writing, and math placement assessments.

Graduation Requirements

- 1 Minimum 30 credits with a cumulative GPA of 2.0 or above.
- 2 *Average of 2.0 ("C") or above for these major courses.
- 3 Complete 890-155 Gateway to Success (G2S) in the first semester.

For a complete list of Graduation Requirements, check the Student Handbook or [Graduation Requirements](#).

Notes

- 1 Accounting is a laptop program. Students will need a Windows-Based computer (with a hard drive) for use in the classroom. Please note MAC computers are not compatible with some of the required software.

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