



**Part-Time Pathway to Success**  
School of Business and Transportation

## Accounting Assistant (31-101-1)

Technical Diploma  
**Effective 2021/2022**

*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.*

**R-E = Racine/evenings, K-E = Kenosha/evenings, E-E = Elkhorn/evenings, O = Online, F=Fall, S=Spring, SU=Summer**

Term	Course #	Cr.	Course Title	Requisites (prereq- before/ coreq-with)	R-E	K-E	E-E	O
1	890-155	1	Gateway to Success (G2S)		F	F	F	F/S/SU
1	*101-100	1	Accounting Program Orientation		F	F	F	F/S/SU
1	*101-114	4	Accounting Principles <sup>2</sup>		F	F	F	F/S/SU
1	103-143	3	Computers for Professionals <sup>2</sup>		F	F	F	F/S/SU
2	804-135	3	Quantitative Reasoning <sup>1</sup>	Prereq: 834-109	S	S	S	F/S/SU
2	*101-119	3	Payroll Accounting <sup>2</sup>		S	S	S	F/S/SU
2	*101-154	2	Accounting Software Applications <sup>2</sup>	Coreq: 101-112 OR 101-114	S	S	S	F/S/SU
3	801-136	3	English Composition 1 <sup>1,2</sup>	Prereq: 831-103 OR 831-107	SU	SU	SU	F/S/SU
3	*101-116	3	Corporate Accounting	Prereq: 101-114; Coreq: 804-135; 801-136; 101-100; 103-143 OR 103-102	SU	SU	SU	F/S/SU
4	*101-106	3	Accounting Spreadsheet Apps. <sup>2</sup>	Prereq:103-143 OR 103-102	F	F	F	F/S/SU
4	*101-104	4	Income Tax Accounting <sup>2</sup>		F	F	F	F/S/SU

**Minimum Program Total Credits Required: 30**

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.

Notes associated with courses (identified by a superscript number at the end of the course title) are located on the back of the sheet.

Mastery of this course will put students on a path to achieve successful degree completion, on-time graduation, and enrich the college experience. Students are required to take this course in their first semester of enrollment. Please see an advisor for details.

= Milestone Course. Faculty have identified this course as providing a strong foundation for success throughout the program.

(\*) indicates students must achieve a combined average of 2.0 ("C") or above for these major courses to meet graduation requirements.

### **Accounting Assistant (31-101-1)**

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:

- Communication Competence
- Professionalism and Career Management
- Cultural Competence
- Critical Thinking and Problem Solving
- Teamwork and Collaboration
- Technology Competence

### **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 an average 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. A satisfactory placement test score (or successful remediation) is required prior to enrollment. See an advisor for details.
2. A credit for prior learning assessment is available for this course. For more information, please contact [cfpl@gtc.edu](mailto:cfpl@gtc.edu).
3. 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.

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for a period of two years 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. Occasionally, the District may offer a particular course out of published sequence. By doing so, the District does not obligate itself to offer succeeding courses out of published sequence.