



10-101-1 ACCOUNTING
31-101-1 ACCOUNTING ASSISTANT
30-101-4 BILLING AND POSTING CLERK
61-101-2 TAX PREPARER ASSISTANT



2025-26 REQUIRED COURSES
NORTHWOOD TECHNICAL COLLEGE
ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*, ONLINE
OUTREACH CENTERS: BALSAM LAKE*, HAYWARD*, LADYSMITH*

*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 <i>(Financial Aid Eligible)</i>	ACCOUNTING ASSOCIATE DEGREE <i>(Financial Aid Eligible)</i>	DATE COMPLETED	TRANSFER OR GRADE
FIRST TERM - FALL 2025									
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		
10801198 or 10801196	Speech or Oral/Interpersonal Communication	3 hours per week	3 credits			Accounting Assistant	Accounting		
10804123	Math with Business Applications	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		
First 8 Weeks									
10103151	MS Excel A	4 hours per week	1 credits		Billing and Posting Clerk	Accounting Assistant	Accounting		
Second 8 Weeks									
10103152	MS Excel B Corequisite: 10103151 MS Excel A	4 hours per week	1 credits		Billing and Posting Clerk	Accounting Assistant	Accounting		
FIRST TERM TOTAL				4 Credits Tax Preparer Assistant	7 Credits Billing and Posting Clerk	16 Credits Accounting Assistant	16 Credits Accounting		



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SECOND TERM - SPRING 2026									
10101103	Financial Accounting 2 Prerequisite: 10101101 Financial Accounting 1	5 hours per week	4 credits			Accounting Assistant	Accounting		
10101123	Income Tax Accounting	5 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		
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		
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		
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			
	SECOND TERM TOTAL			6 Credits Tax Preparer Assistant	6 Credits Billing and Posting Clerk	14 Credits Accounting Assistant	17 Credits Accounting		



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THIRD TERM - FALL 2026									
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		
10XXXXXX	Elective Course#	3 hours per week	3 credits				Accounting		
10105125	Business Law	3 hours per week	3 credits				Accounting		
10809195	Economics	3 hours per week	3 credits				Accounting		
	THIRD TERM TOTAL						15 Credits Accounting		



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FOURTH TERM - SPRING 2027									
10101107	Intermediate Accounting 2 Prerequisite: 10101105 Intermediate Accounting 1	5 hours per week	4 credits				Accounting		
10101121	Cost and Managerial Accounting Prerequisites: 10101101 Financial Accounting 1 and 10103152 MS Excel B	5 hours per week	4 credits				Accounting		
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		
	FOURTH TERM TOTAL						12 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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*Hours per week represents periods of instruction and/or work-based learning hours per week (class hours). Additional time may be required outside of class to complete assignments. For more details on what you can expect outside of class, please see the "Expectations Outside of the Classroom" section of the Student Handbook

#Recommended Elective Courses include:

10114107 Principles of Finance
10114125 Personal Finance
10105175 Business Internship

Select the Required Courses document based on the academic year you begin enrollment in your program. Students admitted mid-year (January) and/or any student who takes courses out of sequence are not guaranteed course availability in all terms of the program. Enrollment in additional terms may be required to complete graduation requirements.

Please be advised that low-enrollment class sections may be canceled. You will be contacted by Student Services with information on other class sections available in alternate formats.

NORTHWOOD TECH GENERAL EDUCATION COURSE OPTIONS FOR NORTHWOOD TECH ASSOCIATE DEGREE PROGRAMS

Co-enrollment in 99831900 Writing Essentials may be recommended in addition to English Composition 1.

Specific General Education courses are scheduled as requirements for this program. If you have completed General Education coursework at another Wisconsin technical college, please refer to the Acceptable Transfer Course document at the following link (find your program) to see if your previous coursework will transfer

[Acceptable Transfer Courses](#)

If you have completed General Education coursework at Northwood Tech in a prior term, the same options will apply for your program requirements. Pending Dean approval, technical diploma coursework (i.e. catalog number beginning with 30, 31, or 32) may also be allowed to meet General Education requirements. NOTE: Technical diploma level coursework may not transfer to a baccalaureate program. ^

ELECTIVE COURSES: To meet the elective course requirements for this program, you will be required to take associate degree level coursework, i.e., catalog numbers beginning with a 10 (with the exception of General College courses 10831103, 10834109, 10835103, and 10838104). Pending program dean approval, technical diploma level coursework, i.e. catalog number beginning with 30, 31, or 32, may also be allowed to meet elective credit requirements for this program. NOTE: Technical diploma level coursework may not transfer to a baccalaureate program. ^

GRADUATION REQUIREMENTS: *Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements. If you do not take courses in the recommended sequence above, it may delay your completion of graduation requirements. A program plan grade point average (GPA) of 2.0 in a 4.0 grade system is required to graduate. A grade point of 2.0 or better is needed in all required (10101XXX) courses.*

CERTIFICATE REQUIREMENTS: *Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a certificate's completion requirements.*

This certificate requires a GPA of 2.0 in a 4.0 grade system to complete.

EARN CREDIT FOR WHAT YOU ALREADY KNOW:

[Visit Credit for Prior Learning for more information](#)

If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at

curriculum.office@NorthwoodTech.edu

or 715.752.8128. You will receive a response within 5 business days.

^If considering transferring into a baccalaureate program, please work with the Transfer Coordinator at the college you are interested in transferring to verify status, including if technical diploma level coursework will transfer and if it will transfer, how the credits will be brought in to your future degree.