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Payroll Assistant Certificate Program

Course Curriculum

Semester 01 (Tuition: \$1,470)

Course #	Course Title	Credits
10-101-111	Accounting 1	4
Credits: 4 Lecture Hours: 36 Lab Hours: 72 Students learn accounting concepts and principles in a logical step-by-step manner. Students will do extensive problem work. Students focus on accounting for both service and merchandising businesses.		
10-103-105	Beginning Microsoft Word	1
Credits: 1 Lecture Hours: 18 This course is an introduction to Microsoft Word. Students will create, edit, and format documents while using the built-in proofing tools. Other topic areas covered include text, paragraph, & document formatting as well as working with graphics in documents. Basic experience with Windows is assumed.		
10-103-106	Beginning Microsoft Excel	1
Credits: 1 Lecture Hours: 18 This course is an introduction to Microsoft Excel. Students will learn the basic features to produce basic worksheets and charts. Other topic areas covered include formatting, formulas, built-in functions used to design functional worksheets to solve business problems. Basic experience with Windows is assumed.		
10-801-196	Oral/Interpersonal Communication	3
Credits: 3 Lecture Hours: 54 Students demonstrate competency in speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities and other projects.		
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Semester 02 (Tuition: \$490)

Course #	Course Title	Credits
10-101-123	Payroll Applications	2
Credits: 2 Lecture Hours: 18 Lab Hours: 36 Students identify federal and state laws affecting payroll, and determine coverage for FICA, federal and state income tax, and unemployment taxes. Students complete payroll tax forms, journal entries, and a comprehensive practice set. Prerequisites: Accounting 1 (10-101-111) or Accounting 1, Part 1 (10-101-101)		
10-101-127	QuickBooks	1
Credits: 1 Lecture Hours: 0 Lab Hours: 36 Students develop a basic understanding of a computerized accounting system while working with QuickBooks Pro accounting software. Students will set up service and merchandising businesses, record customer, vendor, inventory, general ledger, and payroll transactions, and generate financial reports. It is highly recommended that		

students have taken Accounting 1 Part 1 (10-101-101) or Accounting 1 (10-101-111) in order to be successful in this class.

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Total Credits: 12

Estimated Total Tuition*: \$1,960