



Accounting Assistant

Fall 2015 - Semester 1

Blackhawk Technical College

Business Division

Refer to BTC Catalog for complete course descriptions, program standards and requisite information. See course schedule for additional General Education offerings			Monday	Tuesday	Wednesday	Thursday	Friday
7:00-7:25 AM							
7:30-7:50 AM							
8:00-8:25 AM							
8:30-8:50 AM							
Full Program Information							
Course Name	Credits						
Semester 1							
101-105	Accounting Spreadsheets ¹	3	Accounting I 101-111-1C1 / 24357 Central / (9:00-10:50 AM)	Accounting Spreadsheets 101-105-1C1 / 28977 Central / (9:00-11:25 AM)	Accounting I 101-111-1C1 / 24357 Central / (9:00-10:50 AM)	Accounting Spreadsheets 101-105-1C1 / 28977 Central / (9:00-11:25 AM)	Accounting I 101-111-1C1 / 24357 Central / (9:00-10:50 AM)
101-111	Accounting I*	4					
103-116	Intro to MS Word	1					
801-195	Written Communication	3					
804-123	Math w Business Apps	3					Intro to MS Word 103-116-1C1 / 27801 Central / (11:00 AM-12:50 PM)
Semester 2							
101-112	Accounting II ¹	4					
101-130	Accounting Information Systems ¹	3					
101-135	Payroll Accounting ¹	2	Written Communication 801-195-1C7 / 24694 Central / (1:00-2:20 PM)		Written Communication 801-195-1C7 / 24694 Central / (1:00-2:20 PM)		
101-136	Computerized Accounting ¹	1					
103-126	Introduction to QuickBooks	1					
103-178	Advanced Excel ¹	2	Math w Business Apps 804-123-1C6 / 28439 Central / (2:30-3:50 PM)		Math w Business Apps 804-123-1C6 / 28439 Central / (2:30-3:50 PM)		
801-196	Oral/Interpersonal Comm	3					
TOTAL CREDITS		30					
¹ Course has prerequisites and/or corequisites.							
4:00-4:25 PM							
4:30-4:50 PM							
5:00-5:25 PM							
5:30-5:50 PM							
6:00-6:25 PM							
6:30-6:50 PM				Intro to MS Word 103-116-1C2 / 28984 Central / (6:00-7:50 PM)			
7:00-7:25 PM							
7:30-7:50 PM							
8:00-8:25 PM							
8:30-8:50 PM							
9:00-9:25 PM							
9:30-9:50 PM							
Online Classes							



Accounting Assistant

Spring 2016 - Semester 2

Blackhawk Technical College

Business Division

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			7:00-7:25 AM				
			7:30-7:50 AM				
			8:00-8:25 AM				
			8:30-8:50 AM				
Full Program Information			9:00-9:25 AM				Accounting II 101-112-1C1 / 34765 Central / (9:00-10:50 AM)
			9:30-9:50 AM	Accounting II 101-112-1C1 / 34765 Central / (9:00-10:50 AM)	Accounting II 101-112-1C1 / 34765 Central / (9:00-10:50 AM)	Advanced Excel 103-178-1C1 / 39783 Central / (10:00-11:50 AM)	Intro to Quickbooks 103-126-MC1 / 61455 Central / (9:00-11:25 AM)
			10:00-10:25 AM				
			10:30-10:50 AM				
			11:00-11:25 AM				
			11:30-11:50 AM				
			12:00-12:25 PM				Computerized Accounting 101-136-1C1 / 34772 Central / (NOON-1:50 PM)
			12:30-12:50 PM	Payroll Accounting 101-135-1C1 / 34770 Central / (NOON-1:25 PM)	Payroll Accounting 101-135-1C1 / 34770 Central / (NOON-1:25 PM)	Accounting Information Systems 101-130-1C1 / 60434 Central / (1:00-2:50 PM)	Intro to Quickbooks 103-126-MC1 / 61455 Central / (12:30-2:25 PM)
			1:00-1:25 PM				
			1:30-1:50 PM				
			2:00-2:25 PM				
			2:30-2:50 PM	Oral/Interpersonal Comm 801-196-1CB / 34826 Central / (2:30-3:50 PM)	Oral/Interpersonal Comm 801-196-1CB / 34826 Central / (2:30-3:50 PM)		
			3:00-3:25 PM				
			3:30-3:50 PM				
			4:00-4:25 PM				
			4:30-4:50 PM				
			5:00-5:25 PM				
			5:30-5:50 PM				
			6:00-6:25 PM		Accounting Information Systems 101-130-1H1 / 61836 Online / (5:30-7:25 PM)		
			6:30-6:50 PM				
			7:00-7:25 PM				
			7:30-7:50 PM				
			8:00-8:25 PM		Advanced Excel 103-178-1H1 / 61835 Central / (7:30-8:50 PM)		
			8:30-8:50 PM				
			9:00-9:25 PM				
			9:30-9:50 PM				
			Online Classes	Computerized Accounting 101-136-111 / 61837			

SEMESTER 1

¹Course has prerequisites and/or corequisites.

Course Name	Credits
101-105 Accounting Spreadsheets ¹	3
101-111 Accounting I*	4
103-116 Intro to MS Word	1
801-195 Written Communication	3
804-123 Math w Business Apps	3
SEMESTER 2	
101-112 Accounting II ¹	4
101-130 Accounting Information Systems ¹	3
101-135 Payroll Accounting ¹	2
101-136 Computerized Accounting ¹	1
103-126 Introduction to QuickBooks	1
103-178 Advanced Excel ¹	2
801-196 Oral/Interpersonal Comm	3
TOTAL CREDITS	30