# Accounting Assistant

PROGRAM CODE: 31-101-1



Location: Downtown Milwaukee Campus, Oak Creek Campus, Online Campus, West Allis Campus

Start Dates: August and January

Admission Requirement: High school diploma or GED Financial Aid Eligible: Yes. Apply at fafsa.gov. Use School Code 003866.

## **Program Description**

Prepare for entry-level positions in the accounting field. Develop competence in financial, managerial, tax and payroll accounting.

### **Career Outlook**

Qualified accounting applicants continue to be in demand. Employment opportunities exist in banking, business and industry, government offices, and nonprofit organizations.

### **Program Learning Outcomes**

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

	CREDITS
Accounting 1 ^	4
Accounting Software Applications ^	3
Legal Environment of Business	3
College Mathematics ‡	3

	(or) Any 200-level MATH course	
ACCTG-113	Accounting 2 ‡	.4
ACCTG-121	Income Taxation	.4
ACCTG-130	Computerized Accounting with QuickBooks Online‡ ^	. 3
ACCTG-142	Payroll Accounting	. 2
ENG-195	Written Communication ‡ (or) Any 200-level ENG course	. 3

#### CREDITS

COURSE

ACCTG-111

ACCTG-122

**BADM-165** 

**MATH-107** 

Total credits needed to complete this diploma

‡ Prerequisite required.

^ Counts toward earning the Accounting Bookkeeper Trainee certificate. Program curriculum requirements are subject to change.

Current MATC students should consult their Academic Program Plan for specific curriculum requirements.



**Complete Program Details** QUESTIONS? 414-456-5323, 414-297-8903 or leadpathway@matc.edu



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DOWNTOWN MILWAUKEE | MEQUON | OAK CREEK | WALKER'S SQUARE | WEST ALLIS

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Technical Diploma

**CREDITS**