

# Accounting Assistant

PROGRAM CODE: 31-101-1



Technical Diploma



COURSE		CREDITS
ACCTG-111	Accounting 1 ^.....	4
ACCTG-122	Accounting Software Applications ^.....	3
BADM-165	Legal Environment of Business.....	3
MATH-107	College Mathematics ‡..... (or) Any 200-level MATH course	3
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

**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](https://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

Total credits needed to complete this diploma

# 29

‡ 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](mailto:leadpathway@matc.edu)