

Accounting Assistant

PROGRAM CODE: 31-101-1



Technical Diploma



COURSES	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) ENG-201 English 1 ‡	3

Location: Downtown Milwaukee Campus, Oak Creek Campus, Online Campus, West Allis Campus
Start Dates: August and January
Admission Requirement: High school diploma or equivalent
Financial Aid Eligible: Yes. Use code 003866 at fafsa.gov.

CREDITS
 Total credits needed to complete this diploma **29**

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.
- Evaluate financial information to support decision-making.
- Process payroll.

‡ 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.
 MATC courses are offered in person, entirely online or partially online. Check each course's delivery options in Self-Service at selfservice.matc.edu.



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