Accounting Bookkeeper Trainee

PROGRAM CODE: 61-101-1



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

Start Dates: August and January

Admission Requirement: High school diploma or GED

Program Description

This certificate prepares you to enter the bookkeeping/accounting field in an entry-level capacity. Through the program's three courses, students develop competence in financial accounting with an emphasis on accounting software, spreadsheets and databases.

Some certificates can be earned while completing associate degrees and/ or technical diplomas that are eligible for financial aid. Certificate programs alone are not eligible for financial aid; contact MATC for details. All credits in certificate programs must be earned at MATC with a 2.0 cumulative GPA or higher. Upon completion of the certificate's requirements, the student's transcript is notated with the credential earned.

COURSE ACCTG-111	Accounting 1	CREDITS
ACCTG-122	Accounting Software Applications	3
ACCTG-130	QuickBooks Online ‡	3

CREDITS

Total credits needed to complete this certificate

‡ Prerequisite required.

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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