Accounting Assistant

Program Code: 31-101-1 | Downtown Milwaukee, Oak Creek, West Allis campuses (Also offered online)

Prepare for entry-level positions in the accounting field through this one-year technical diploma program. Students 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.

Workplace Competencies
Employers will expect graduates to:
• Process financial transactions throughout the accounting cycle
• Analyze financial and business information to support planning and decision-making
• Perform payroll, individual tax and organizational tax preparation, reporting and analysis tasks
• Perform cost accounting preparation, reporting and analysis tasks

Admission Requirements
• A high school diploma or GED
• Demonstration of proficiency in basic skills through a course placement assessment

Start dates: August and January
**Accounting Assistant Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG-111</td>
<td>Accounting 1 ^</td>
<td>4</td>
</tr>
<tr>
<td>BADM-165</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG-113</td>
<td>Accounting 2 ‡</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG-123</td>
<td>Individual Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG-130</td>
<td>Computerized Accounting ‡ ^</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG-122</td>
<td>Accounting Software Applications ^ ....</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG-142</td>
<td>Payroll Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ENG-151</td>
<td>Communication Skills 1 ‡</td>
<td>3</td>
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<td>(or) ENG-201</td>
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<tr>
<td>MATH-107</td>
<td>College Mathematics ‡</td>
<td>3</td>
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<td></td>
<td>(or) Any 200-series MATH course</td>
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</tbody>
</table>

TOTAL CREDITS: 28

^ Prerequisite required.
^ Counts toward earning the Accounting Bookkeeper Trainee certificate.

For complete information, go to matc.edu/business/index.cfm

To apply for financial aid, visit fafsa.ed.gov
School Code: 003866

### Possible Careers
- Accounting Assistant
- Account Specialist
- Bookkeeping Assistant

### Related Programs
- Accounting
- Accounting Bookkeeper Trainee
- Administrative Professional
- Banking and Financial Services
- Business Management

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