

Accounting Assistant

PROGRAM CODE: 31-101-1

TD

Technical Diploma



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.

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.

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

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.

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