

# Accounting Bookkeeper Trainee

PROGRAM CODE: 61-101-1



Certificate



## COURSES

<b>ACCTG-111</b>	Accounting 1 .....	<b>4</b>
<b>ACCTG-122</b>	Accounting Software Applications .....	<b>3</b>
<b>ACCTG-130</b>	QuickBooks Online ‡ .....	<b>3</b>

## CREDITS

### CREDITS

Total credits needed to complete this certificate

**10**

‡ Prerequisite required.

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](https://selfservice.matc.edu).

**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:** No

## 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.



**Complete Program Details**

**QUESTIONS?** 414-456-5323, 414-297-8903 or [leadpathway@matc.edu](mailto:leadpathway@matc.edu)