



Accounting Bookkeeper Trainee

CERTIFICATE

Program Code: 61-101-1

Downtown Milwaukee, Oak Creek and West Allis campuses (Also offered online)

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.

Admission Requirement

- High school diploma or GED

After earning this certificate, your credits can be applied to completing the Accounting Assistant technical diploma and the Accounting associate degree.

COURSES

Credits

ACCTG-111	Accounting 1.....	4
ACCTG-122	Accounting Software Applications	3
ACCTG-130	QuickBooks Online #.....	3

TOTAL CREDITS: 10

Prerequisite required.

Program curriculum requirements are subject to change.

Current MATC students should consult their Academic Program Plan for specific curriculum requirements.



Business & Management
MILWAUKEE AREA Technical College

For complete information, go to
[**matc.edu/course-catalog/business-management**](https://matc.edu/course-catalog/business-management)

A Quick Study

MATC certificate programs provide focused, career-centered learning and many can be completed in one semester. They fulfill the needs of local businesses and have the input of industry professionals. Certificate programs train you for specific skills that are in demand, improving your odds of getting the job.

Explore MATC's Certificate Programs

- Strengthen core skills
- Add traction to your résumé
- Enhance your employability
- Try out a new career
- Earn credits toward a related associate degree or technical diploma
- Ease back into college if you have been away for a while

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.

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.

Possible Careers

- Accounting Assistant
- Account Specialist
- Bookkeeping Assistant
- Payroll

Related Programs

- Accounting
- Accounting Assistant
- Administrative Support Specialist
- Business Management



10% Post Consumer Recycled



matc.edu or 414-297-MATC
Wisconsin Relay System 711

Downtown Milwaukee Campus

700 West State Street

Mequon Campus

5555 West Highland Road

Oak Creek Campus

6665 South Howell Avenue

West Allis Campus

1200 South 71st Street

MATC Education Center at Walker's Square

816 West National Avenue, Milwaukee