

# ACCOUNTING ASSISTANT

**Program Number:** 31-101-1

Technical Diploma (1 year)

**Campus:** Beaver Dam, Fond du Lac, West Bend, Online

This program is eligible for financial aid (<http://www.morainepark.edu/financial-aid/>)

Get started in the Accounting Assistant program at Moraine Park Technical College and you could land a career in the financial industry in as little as one year.

## About the Program

The Accounting Assistant program combines hands-on training with classroom instruction to prepare students to work in entry-level accounting positions. Students learn accounting concepts and procedures and become skilled in accounting software programs.

## What You'll Learn

Students in the traditional and online Accounting Assistant program learn from seasoned instructors who have worked in the field. Graduates are prepared to process financial transactions, perform payroll preparation, complete analysis and reporting tasks, and analyze basic financial and business information.

Courses from this program transfer into the Accounting associate degree (<https://catalog.morainepark.edu/program-information/programs/accounting/>).

## Transfer Opportunities

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable**, **accessible** and **convenient**. You can go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

## Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

## Credit for Prior Learning

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/credit-for-prior-learning/>) page for more information.

## Approximate Costs

### Tuition

#### Occupational

- \$157.45 per credit (resident)
- \$236.18 per credit (out-of-state resident)

#### Associate of Arts/Associate of Science

- \$196.05 per credit (resident)
- \$294.08 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

### Student Fees

- \$6.00 minimum per course Material Fee
- \$13.76 per-credit Supplemental Fee for Undergraduate courses
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/billing/cost/>) for additional enrollment fee information.

## Financial Aid

Financial Aid is available for associate degree and technical diploma programs (those that are 2 semesters in length and typically with 28 credits or more). Processing can take 4-5 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) is received.

Several factors influence the total cost of your degree, including enrollment fees, the number of credits required, textbooks and equipment. **Financial aid** (<https://www.morainepark.edu/pay-for-college/financial-aid/>) can assist with those costs.

## Course Requirements

Course	Title	Credits
<b>Semester 1</b>		
101-112	Accounting 1	4
101-138	Data Management, Analysis and Reporting	3
101-141	Payroll Accounting	3
103-159	Computer Literacy - Microsoft Office	1
801-136	English Composition 1	3
890-101	College 101	2
Mathematics Course ( <a href="https://catalog.morainepark.edu/program-information/general-education/mathematics/">https://catalog.morainepark.edu/program-information/general-education/mathematics/</a> )		3
		<b>Credits</b>
		<b>19</b>
<b>Semester 2</b>		
101-114	Accounting 2	4
101-123	Income Tax Accounting	3
101-134	Introduction to Finance	3
101-154	Applied Accounting	3
Communication Course ( <a href="https://catalog.morainepark.edu/program-information/general-education/communications/">https://catalog.morainepark.edu/program-information/general-education/communications/</a> )		3
		<b>Credits</b>
		<b>16</b>
		<b>Total Credits</b>
		<b>35</b>

## Program Outcomes

- Process financial transactions throughout the accounting cycle.
- Analyze basic financial and business information to support planning and decision-making.
- Perform payroll preparation, reporting, and analysis tasks.

## Pathways

- Accounting Associate Degree (<https://catalog.morainepark.edu/program-information/programs/accounting/>)
  - Accounting Assistant Technical Diploma (p. 1)
    - Payroll Assistant Certificate (<https://catalog.morainepark.edu/program-information/programs/payroll-assistant-certificate/>)
    - Tax Preparer Assistant Certificate (<https://catalog.morainepark.edu/program-information/programs/tax-preparer-assistant-certificate/>)
  - Bookkeeper Technical Diploma (<https://catalog.morainepark.edu/program-information/programs/bookkeeper/>)

Earn certificates, technical diplomas and an associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

## Career Opportunities

- Accounts Receivable Specialist
- Accounts Payable Specialist
- Payroll Specialist
- Individual Income Tax Preparer

## Statewide Median Salary for Recent Graduates

\$43,676