

# 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/programs/accounting-aas/>).

## Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/academics/transfer-information/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

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

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

## Approximate Costs

### Tuition

### Occupational

- \$146.20 per credit (resident)
- \$219.30 per credit (out-of-state resident)

### Associate of Arts/Associate of Science

- \$188.90 per credit (resident)
- \$283.35 per credit (out-of-state resident)

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

### Student Fees

- \$4.50 minimum per course Material Fee
- \$12.50 per-credit Supplemental Fee for Undergraduate courses
- \$10 minimum per credit Online Course Fee (Fee suspended for 2023-2024)
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) 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. Visit the Financial Aid (<https://www.morainepark.edu/pay-for-college/financial-aid/>) page to learn more.

## 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/academic-programming/general-education/mathematics/">https://catalog.morainepark.edu/academic-programming/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/academic-programming/general-education/communications/">https://catalog.morainepark.edu/academic-programming/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/programs/accounting/>)
  - Accounting Assistant Technical Diploma (p. 1)
    - Payroll Assistant Certificate (<https://catalog.morainepark.edu/programs/payroll-assistant-certificate/>)
    - Tax Preparer Assistant Certificate (<https://catalog.morainepark.edu/programs/tax-preparer-assistant-certificate/>)
- Bookkeeper Technical Diploma (<https://catalog.morainepark.edu/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

\$41,000