

BOOKKEEPER

Program Number: 30-101-3

Technical Diploma

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

This program is **not** eligible for financial aid

Complete a Bookkeeper technical diploma at Moraine Park Technical College with only five courses.

About the Program

The Bookkeeper program is available on campus or online and teaches students basic accounting concepts. Students gain hands-on experience using accounting software programs to organize, analyze and deliver data.

What You'll Learn

Students learn hands-on skills to manage financial data for a small business. This program focuses on training students to assist business owners by compiling data to guide business-driven decisions.

Plus, you can easily build on your bookkeeping diploma. Classes in this program transfer into the Accounting associate degree (<https://catalog.morainepark.edu/programs/accounting/>), Accounting Assistant technical diploma (<https://catalog.morainepark.edu/programs/accounting-assistant/>), Payroll Assistant Certificate (<https://catalog.morainepark.edu/programs/payroll-assistant-certificate/>) and Tax Preparer Assistant Certificate (<https://catalog.morainepark.edu/programs/tax-preparer-assistant-certificate/>).

Transfer Opportunities

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

Visit the Transfer Opportunities (<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

- \$141.00 per credit (resident)
- \$211.50 per credit (out-of-state resident)
- Online students are not charged out-of-state fees.
- Please refer to the MPTC Student Handbook (<http://www.morainepark.edu/studenthandbook/>) for additional enrollment fee information.

Course Requirements

Course	Title	Credits
Semester 1		
101-112	Accounting 1	4
101-138	Data Management, Analysis and Reporting	3
103-159	Computer Literacy - Microsoft Office	1
Credits		8
Semester 2		
101-114	Accounting 2	4
101-154	Applied Accounting	3
Credits		7
Total Credits		15

Pathways

- Accounting Associate Degree (<https://catalog.morainepark.edu/programs/accounting/>)
 - Accounting Assistant Technical Diploma (<https://catalog.morainepark.edu/programs/accounting-assistant/>)
 - 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 (p. 1)

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

- Bookkeeper