Getting Started

Requirements:

- Compass Test score of Math in Algebra (40-50)
- English proficiency skills at least ESL level 6
- Academic Writing course (strongly recommended)
- Intermediate to advanced computer skills (completion of MS Office Basic Bilingual Certificate or equivalent strongly recommended)
- Personal interview

For more information:

Visit us at the Madison College—South Campus
2238 S. Park St.
Madison, WI 53713

Call (608) 243-4200 (en español)
or (608) 246-6458

Email: dcr@matcmadison.edu
matcmadison.edu/dcr/
Accounting

“Small opportunities are often the beginning of great enterprises.”
-Demosthenes

**Benefits**

The Accounting Assistant Bilingual Basic Certificate will provide students with the skills and confidence necessary to perform entry-level bookkeeping and accounting work for local employers.

- Learn how to analyze and record financial transactions, prepare financial statements, and process payroll transactions.
- Complete accounting cycle tasks using general ledger accounting software.

**Curriculum**

**10-804-144 Math of Finance**
3 Credits

This course takes an algebraic approach to solving financial problems. Include personal finance, mathematics of retailing, mathematics of banking, and statistical applications. Major emphasis is placed on solving problems involving the time value of money by using a financial calculator. Prerequisite: appropriate score on COMPASS test or Elementary Algebra with Applications, 10-804-110.

**10-101-111 Accounting I Principles**
4 Credits

The accounting cycle of journalizing transactions, posting, adjusting and closing entries, as well as the preparation of accounting statements is emphasized for service industries and merchandising concerns. Details of accounting for cash and receivables are studied. An introduction to a computerized accounting system is also included. Recommend concurrent enrollment in Math of Finance, 10-804-144.

**10-103-133 Excel Beginning**
1 Credit

Create, edit, save, format, print, perform calculations, copy/move text and formulas, create charts, create complex formulas and expand use of functions. Prerequisite: Competency in Windows.

Work with financial functions, data tables, amortization schedules, hyperlinks, lists, templates, and multiple worksheets and workbooks. Prerequisite: Excel-Beginning (10-103-133) or equivalent.

**10-101-139 QuickBooks**
1 Credit

Students become familiar with QuickBooks features and learn to use the software to set up a new company, manage business revenue and expenses, process payroll, reconcile bank accounts, track inventory and create useful reports. Prerequisite: It is recommended that students have some accounting and/or small business management background before attempting this course. Course work or experience in Microsoft Windows and using email is required.