

Program Information

The Anoka Technical College Bookkeeper certificate is a 27-credit program that prepares students for careers in accounting. The Bookkeeper certificate along with the Payroll Accounting certificate and the Tax Preparer certificate allow students to select a specific accounting pathway to enter the workforce quickly with strong accounting skills or to complete the entire Associate of Applied Science (AAS) degree in Accounting provides a comprehensive curriculum that includes courses from each of the certificate pathways. Students who successfully pass the certification exams demonstrate to employers that they are prepared to handle their job responsibilities.

Certification/Accreditation

The Bookkeeper certificate prepares students for nationally recognized certifications:

- Fundamental Payroll Certification (FPC) conferred by the American Payroll Association (APA)
- Certified QuickBooks User conferred by Intuit
- Certified Bookkeeper conferred by the American Institute of Professional Bookkeepers (AIPB)

To become certified or licensed, students must satisfy all requirements of each applicable national or state credentialing agency.

Anoka Technical College Accounting programs prepare students for up to five nationally recognized certifications (*see Credits*):

^[1] ACCT1030 and ACCT1170: Fundamental Payroll Certification (FPC) exam; certification by the American Payroll Association (APA). The exam at a Pearson VUE testing center.

^[2] ACCT1200: Certified Bookkeeper exam; certification by American Institute of Professional Bookkeepers (AIPB). For Certified Bookkeeper designation, candidates must pass four-part certification, sign code of ethics, and submit evidence of two years of full-time bookkeeping experience. ACCT1200 incorporates two parts of exam as open-book tests. The other two parts taken at a Prometric testing center. The exam may be completed prior to fulfilling work experience.

^[3] ACCT1160: Certified QuickBooks User Exam; certification is conferred by Intuit. The exam taken at Certiport Testing Center.

Students may also qualify for a Registered Accounting Practitioner license, which is a Minnesota state license. To become certified or licensed, students must satisfy all requirements of each applicable national or state credentialing agency.

Prerequisites

Some courses may require appropriate test score or completion of basic math, basic English, and/or reading courses with a “C” or better.

^[1-3] See Certification/Accreditation

Graduation Requirements

All Anoka Technical College students seeking an Associate of Applied Science (AAS) degree, diploma or certification must meet the grade-

point average (GPA) of 2.0 or higher. Please contact your advisor for any further program graduation requirements.

Transfer Opportunities

To see how credits from this program may transfer into other Anoka Technical College programs or into a program at another college, visit:

- [Minnesota Transfer](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search): (www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search)
- [Anoka Technical College transfer student](http://www.anokatech.edu/BecomeStudent/Transfers.aspx): (www.anokatech.edu/BecomeStudent/Transfers.aspx)

Industry Information

Accountants must be knowledgeable in the areas of financial accounting, managerial accounting, cost accounting, payroll, taxes, and computerized accounting applications. Their job responsibilities might include the accounting functions of accounts receivable, accounts payable, payroll, taxes, general ledger accounting, cash management, inventory management, budget preparation, or financial reporting. Additional skills are required to develop spreadsheets, use multiple accounting software packages, and communicate with customers, vendors, clients and colleagues.

Wages/Outlook/Advancement

Wage information is available from the [Minnesota Department of Employment and Economic Development](http://mn.gov/deed/job-seekers/job-outlook/index.jsp) (http://mn.gov/deed/job-seekers/job-outlook/index.jsp).

Gainful Employment

Follow this [link for a Gainful Employment](#) report.

Technical Education: 27 credits

<input type="checkbox"/>	ACCT 1015	Principle of Accounting I.....	4
<input type="checkbox"/>	ACCT 1025	Principles of Accounting II	4
<input type="checkbox"/>	ACCT 1030	Payroll Accounting ^[1]	2
<input type="checkbox"/>	ACCT 1035	Income Tax I	3
<input type="checkbox"/>	ACCT 1200	Bookkeeper Certification Preparatory Course ^[2] ...	3
<input type="checkbox"/>	ADSC 1171	Microsoft Excel	2
<input type="checkbox"/>	TLIT 1005	Technology Fundamentals	3
	Technical Electives		6
	<i>Six credits of electives are required from the following list:</i>		
<input type="checkbox"/>	ACCT 1045	Tax Lab	1
<input type="checkbox"/>	ACCT 1055	Computerized Accounting: Peachtree.....	2
<input type="checkbox"/>	ACCT 1065	Computerized Accounting: QuickBooks	2
<input type="checkbox"/>	ACCT 1075	Computerized Accounting: Microsoft Dynamics GP	2
<input type="checkbox"/>	ACCT 1085	Construction Accounting	2
<input type="checkbox"/>	ACCT 1110	Income Tax II	3
<input type="checkbox"/>	ACCT 1160	Advanced QuickBooks ^[3]	2
<input type="checkbox"/>	ACCT 1170	Advanced Payroll Accounting ^[1]	2
<input type="checkbox"/>	ADSC 1181	Microsoft Access	2

^[1-3] See Certification/Accreditation

If a student completes more than one certificate in the Accounting program, each additional certificate must include at least four (4) credits of electives that are not counted in any other certificate.



(continued)

2017-2018

Bookkeeper

Certificate

Also see: Accounting AAS, Payroll Accounting certificate and Tax Preparer certificate

Start Dates

Fall Semester.....August
Spring Semester.....January

Faculty Contact

[Erika Limbacher](#).....763-576-4037

For information on how to apply, to schedule a tour, or for service during summer hours, contact Enrollment Services at 763-576-7710 or EnrollmentServices@anokatech.edu

Sample Program Sequence

Full Time

		Fall Semester	Spring Semester	
1 st YEAR	ACCT 1015	4	ACCT 1025	4
	ACCT 1030	2	ACCT 1171.....	2
	ACCT 1035	3	ACCT Elective.....	2
	TLIT 1005.....	3	ACCT Elective.....	1-3
	TOTAL	12	ACCT Elective.....	1-3
		TOTAL	12	
2 nd YEAR	Fall Semester			
	ACCT 1200.....	3		
	TOTAL	3		

