

## Program Description

The Anoka Technical College Payroll Accounting certificate is a 19-credit program that prepares students for careers in accounting.

The Payroll certificate along with the Bookkeeper 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 Payroll Accounting certificate prepares students for nationally recognized certifications including:

- Fundamental Payroll Certification (FPC) conferred by the American Payroll Association (APA)
- Certified QuickBooks User conferred by Intuit

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

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

<sup>[2]</sup> 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.

<sup>[1-2]</sup> 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 to see the Gainful Employment Report](#).

## Technical Education - 19 Credits

<input type="checkbox"/> ACCT 1015 Principles of Accounting I <sup>[1]</sup> .....	4
<input type="checkbox"/> ACCT 1030 Payroll Accounting .....	2
<input type="checkbox"/> ACCT 1170 Advanced Payroll Accounting <sup>[1]</sup> .....	2
<input type="checkbox"/> ADSC 1171 Microsoft Excel .....	2
<input type="checkbox"/> TLIT 1005 Technology Fundamentals .....	3
<b>Electives</b> .....	<b>6</b>
<i>Six credits of electives are required from the following list:</i>	
<input type="checkbox"/> ACCT 1035 Income Tax I .....	3
<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 <sup>[2]</sup> .....	2
<input type="checkbox"/> ADSC 1181 Microsoft Access .....	2
<input type="checkbox"/> SMGT 1612 Human Resource Management .....	3
<input type="checkbox"/> SMGT 1616 Employment Law .....	2

<sup>[1-2]</sup> See Certification/Accreditation

*If a student completes more than one certificate in the Accounting program, each additional certificate must include at least four credits of electives that are not counted in any other certificate. Also see: Accounting AAS, Bookkeeper and Tax Preparer certificate*

## Start Dates

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



(continued)

2017-2018

# Payroll Accounting

Certificate

### Faculty Contact

[Erika Limbacher](mailto:Erika.Limbacher@anokatech.edu)..... 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](mailto:EnrollmentServices@anokatech.edu)

### Sample Program Sequence

Full Time

	Fall Semester	Spring Semester
1 <sup>st</sup> YEAR	ACCT 1015 ..... 4	ACCT 1170 ..... 2
	ACCT 1030 ..... 2	ADSC 1171 ..... 2
	TLIT 1005 ..... 3	ACCT Elective..... 2-3
	ACCT Elective..... 2-3	ACCT Elective..... 0-2
	<b>TOTAL ..... 11-12</b>	<b>TOTAL ..... 7-8</b>

