

Program Information

The Anoka Technical College Tax Preparer certificate is a 25-credit program that prepares students for careers in accounting.

The Tax Preparer certificate along with the Bookkeeper certificate and the Payroll 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

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] ACCT1210: Registered Tax Return Preparer Competency Test; certification by the Internal Revenue Service (IRS). The test taken at a Prometric testing center. For Registered Tax Return Preparer, candidates must obtain Preparer Tax Identification Number (PTIN), take and pass Registered Tax Return Preparer Competency Test, pass tax compliance suitability check (initiated by IRS), and receive RTRP certificate.

^[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 to see the Gainful Employment Report](#).

Technical Credits: 25

<input type="checkbox"/> ACCT 1015	Principles of Accounting I	4
<input type="checkbox"/> ACCT 1035	Income Tax I	3
<input type="checkbox"/> ACCT 1045	Tax Lab	1
<input type="checkbox"/> ACCT 1110	Income Tax II	3
<input type="checkbox"/> ACCT 1210	Registered Tax Return Preparer Preparatory Course ^[2] ...	3
<input type="checkbox"/> ADSC 1171	Microsoft Excel	2
<input type="checkbox"/> TLIT 1005	Technology Fundamentals	3

Technical Electives 6

Six credits of electives are required from the following list:

<input type="checkbox"/> ACCT 1030	Payroll Accounting ^[1]	2
<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 1160	Advanced QuickBooks ^[3]	2
<input type="checkbox"/> ACCT 1170	Advanced Payroll Accounting ^[1]	2

^[1-4] See *Certification/Accreditation and Prerequisites*.

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 certificate, and Payroll Accounting certificate

Start Dates

Fall Semester.....	August
Spring Semester	January



(continued)

2017-2018

Tax Preparer

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

Sample Program Sequence

Full Time

		Fall Semester	Spring Semester	
1st YEAR	ACCT 1015	4	ACCT 1045	1
	ACCT 1035	3	ACCT 1110.....	3
	TLIT 1005.....	2	ACCT 1210	3
	ACCT Elective.....	3	ACCT Elective.....	2
	TOTAL	12	ACCT Elective.....	2
			ADSC 1171	2
			TOTAL	13

