



## Accounting

### Industry Description

Accountants, bookkeepers, and accounting clerks must be knowledgeable in the areas of payroll, taxes, general ledger accounting, cost accounting, and computerized accounting applications. Their job responsibilities might include the accounting functions of accounts receivable, accounts payable, payroll, cash management, inventory management, budget preparation, or financial reporting. In addition they develop spreadsheets, prepare manual adjustments to accounts, and communicate with customers and vendors.

### Wages/Outlook/Advancement

Wage information is available from the Minnesota Department of Education and the [Minnesota Department of Employment and Economic Development](#)

### Program Description

Anoka Technical College's Accounting AAS degree has been given new direction since the Minnesota State Legislature approved a new designation in the accounting field. With an Accounting AAS degree, students are eligible to sit for an exam to become state-licensed Registered Accounting Practitioners.

The Accounting AAS degree has been restructured to provide students with more hands-on applications and to prepare students to sit for the licensure exam. In the spring, a tax lab is offered in which accounting students prepare and e-file tax returns for other students. More computer work has also been incorporated into the accounting courses through the use of *Peachtree*, *QuickBooks*, and *Microsoft Dynamics GP* accounting software packages and *Excel*. A new capstone course has been added as a preparatory course for the licensure exam.

Anoka Technical College's Accounting A.A.S. degree offers a viable option to individuals who are interested in quickly entering the workforce with strong accounting skills. Furthermore, if students successfully pass the state licensure exam, they have a way to demonstrate to employers that they are competent in the principles of accounting and are prepared to handle their job responsibilities.

The Accounting Diploma degree is intended for people who need basic accounting skills to work in a position that requires a combination of clerical and accounting responsibilities.

**IMPORTANT** Anoka Technical College requires that all students seeking a diploma or A.A.S. awards have New Student Assessment scores exempting them from taking



ACCT1030	Payroll Accounting	2
ACCT1040	Income Tax I	4
ACCT1045	Tax Lab	1
ACCT1220	Cost Accounting	4
ACCT1225	Accreditation in Accountancy Preparatory	3
ACCT2226	Intermediate Accounting I	4
ACCT2227	Intermediate Accounting II	4
ACCT2231	Income Tax II	2

**Electives** (Select six credits from the following courses)

ACCT1055	Computerized Accounting: Peachtree	2
ACCT1065	Computerized Accounting: QuickBooks	2
ACCT1075	Computerized Accounting: Microsoft Dynamics GP	2
ACCT1085	Construction Accounting	2

\* The prerequisite to this course is COMP 0100 "Basic Computer Keyboarding."

**Accounting Clerk  
Diploma**

**33 Credits**

**General Education** **9 Credits**

COMP1000	Introduction to Computers*	3
MATH1500	Mathematical Ideas	3
SPCH1200	Interpersonal Communication	3

**Technical Credits** **24 Credits**

ADSC1171	Microsoft Excel	2
ADSC1181	Microsoft Access	2
ACCT1015	Principles of Accounting I	4
ACCT1025	Principles of Accounting II	4
ACCT1030	Payroll Accounting	2
ACCT1040	Income Tax I	4

**Electives** (Select six credits from the following courses)

ACCT1055	Computerized Accounting: Peachtree	2
ACCT1065	Computerized Accounting: QuickBooks	2
ACCT1075	Computerized Accounting: Microsoft Dynamics GP	2
ACCT1085	Construction Accounting	2

\* The prerequisite to this course is COMP 0100 "Basic Computer Keyboarding."