2014-2015

Accounting

Tax Preparer Certificate

TOTAL CREDITS 25

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 in 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] See *Prerequisites*.

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

[3] 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.

[4] 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

[1] The prerequisite to this course is COMP0100 Basic Computer Keyboarding or successful completion of the Basic Computer Keyboarding test-out exam.

[2-4] See *Certification/Accreditation*.

See *Graduation Requirements*.

Graduation Requirements

All Anoka Technical College students must demonstrate basic competency in Math, English, and Reading. Competency may be demonstrated through achieving minimum cut scores in new student assessments (Accuplacer); through other assessment exemptions; or through successful completion of Basic Math, Basic English, and Reading courses, earning a "C" or higher before receiving a diploma or an associate in applied science degree.

Also see graduation standards in Anoka Technical College *Student Handbook*.

NOTE: Program plans are subject to change. Please contact your program advisor for the most current program information.

Technical Education — 25 Credits

Core **19**

☐ ACCT1015	Principles of Accounting I	4
☐ ACCT1035	Income Tax I	3
☐ ACCT1045	Tax Lab	1
☐ ACCT1110	Income Tax II	3
☐ ACCT1210	Registered Tax Return Preparer Preparatory Course [3]	3
☐ ADSC1171	Microsoft Excel	2
☐ COMP1001	Introduction to Computers [1]	3

Electives **6**

Six credits of electives are required from the following list:

☐ ACCT1030	Payroll Accounting [2]	2
☐ ACCT1045	Tax Lab	1
☐ ACCT1055	Computerized Accounting: Peachtree	2
☐ ACCT1065	Computerized Accounting: QuickBooks	2
☐ ACCT1075	Computerized Accounting: Microsoft Dynamics GP	2
☐ ACCT1085	Construction Accounting	2
☐ ACCT1160	Advanced QuickBooks [4]	2
☐ ACCT1170	Advanced Payroll Accounting [2]	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 associate in applied science (AAS) Degree, Bookkeeper certificate and Payroll Accounting certificate*

Transfer Opportunities

To see how this program transfers to other programs, review the Anoka Tech articulation agreements at Minnesota Transfer. Articulation agreements are transfer agreements with specific programs and partnering schools. These agreements detail how specific courses transfer to a specific program at the partnering school. For a complete list of Anoka Tech's articulation agreements listed by program please see this Minnesota Transfer link.

For more information please visit our Transfer page

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 Education and the Minnesota Department of Employment and Economic Development.

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This information is available in alternative formats by calling 763-576-4069. TTY users can call Minnesota Relay at 800-627-3529 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator. Accredited by the Higher Learning Commission.

ANOKA TECHNICAL COLLEGE

Anoka Technical College
1355 West Highway 10
Anoka, MN 55303
763-433-1100
AnokaTech.edu

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Gainful Employment

Follow this link to see the Gainful Employment Report.

Start Dates

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

Faculty Contact

Erika Limbacher..... 763-576-4037
For services during summer hours contact Enrollment Services 763-576-7710

For information on how to apply or to schedule a tour, please contact Admissions by phone 763-576-4700 or by email at info@anokatech.edu.

Sample Program Sequence

Full-Time

	Fall Semester	Spring Semester
FIRST YEAR	ACCT1015 .....4 ACCT1035 .....3 ACCT Elective.....2 [1]COMP1000.....3 **TOTAL..... 12**	ACCT1045 .....1 ACCT1110 .....3 [3]ACCT1210.....3 ACCT Elective.....2 ACCT Elective.....2 ADSC1171 .....2 **TOTAL..... 13**

[1 and 3] See Certification/Accreditation and Prerequisites.

In their final semester, depending on elective course selection, students may need two ACCT elective courses. To graduate, students must complete six credits of Accounting electives.

Although the general education courses are listed in the sequence above, the courses may be taken any semester and in any order.

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