2014-2015

Accounting

Associate in Applied Science (AAS) Degree

Technical Requirements	45
General Education/MnTC	15
TOTAL CREDITS	60

Program Information

The Anoka Technical College associate in applied science (AAS) degree in Accounting is a 60-credit program that prepares students for careers in accounting.

The program allows students to select a specific accounting pathway by completing the Bookkeeper certificate, Payroll Accounting certificate, or Tax Preparer certificate. Students select the Accounting AAS degree for a comprehensive curriculum that includes courses from each of the certificate pathways.

Certification/Accreditation

The Accounting program prepares students for nationally recognized certifications including:

- Fundamental Payroll Certification (FPC) conferred by the American Payroll Association (APA).
- Certified QuickBooks User Exam conferred by Intuit.
- Certified Bookkeeper conferred by the American Institute of Professional Bookkeepers (AIPB).
- Registered Tax Return Preparer certification conferred by the Internal Revenue Service (IRS).
- Accredited Business Accountant (ABA) certification conferred by the Accreditation Council for Accountancy and Taxation (ACAT).
- Registered Accounting Practitioner (RAP) as a Minnesota state license conferred by the Minnesota Board of Accountancy.

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

[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] 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.

[4] 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.

[5] ACCT1225: Comprehensive Exam for Accreditation in Accountancy to become an Accredited Business Accountant (ABA); certification by the Accreditation Council for Accountancy and Taxation (ACAT). To become an Accredited Business Accountant, candidates must pass Comprehensive Examination for Accreditation in Accountancy and have three years of related work experience, up to two of which may be satisfied through college credit. The exam may be completed prior to fulfilling work experience. The exam is administered at Anoka Technical College as the final exam in ACCT1225.

[6] 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.

Technical Education — 45 Credits

Core ..... 35 credits

☐ ACCT 1015	Principles of Accounting I	4
☐ ACCT 1025	Principles of Accounting II	4
☐ ACCT 1030	Payroll Accounting [2]	2
☐ ACCT 1035	Income Tax I	3
☐ ACCT 1045	Tax Lab	1
☐ ACCT 1100	Cost Accounting	3
☐ ACCT 1110	Income Tax II	3
☐ ACCT 1120	Intermediate Accounting I	3
☐ ACCT 1130	Intermediate Accounting II	3
☐ ADSC 1006	Business Law	4
☐ ADSC 1171	Microsoft Excel	2
☐ COMP 1000	Introduction to Computers [1]	3

Electives ..... 10 credits

Student is required to take one of the following preparatory courses:

☐ ACCT 1200	Bookkeeper Certification Preparatory Course [3]	3
☐ ACCT 1210	Registered Tax Return Preparer Preparatory Course [4]	3
☐ ACCT 1225	Accreditation in Accountancy Preparatory Course [5]	3

The remaining seven elective credits are required from the following list:

☐ ACCT 1055	Computerized Accounting: Peachtree	2
☐ ACCT 1065	Computerized Accounting: QuickBooks	2
☐ ACCT 1075	Computerized Accounting: Microsoft Dynamics GP	2
☐ ACCT 1085	Construction Accounting	2
☐ ACCT 1160	Advanced QuickBooks [6]	2
☐ ACCT 1170	Advanced Payroll Accounting [2]	2
☐ ADSC 1181	Microsoft Access	2

General Education/MnTC Requirements — 15 Credits

Fifteen credits of Minnesota Transfer Curriculum (MnTC) courses are required. Student is required to take:

☐ ENGL 1105	Composition I	4
OR		
ENGL 2105	Business and Technical Writing	4
☐ MATH course selected from MnTC		3
☐ SPCH 1200	Interpersonal Communications	3
☐ General Education/MnTC Courses		5

[1-6] See *Certification/Accreditation* and *Prerequisites.*

The General Education five credits must be taken from the Minnesota Transfer Curriculum (MnTC). Refer to the Anoka Technical College Web site for a list of the MnTC and their goal areas: AnokaTech.edu/current_students/transfer/

Also see: *Bookkeeper certificate, Payroll Accounting certificate and Tax Preparer certificate*

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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
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AnokaTech.edu

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Prerequisites

[1] The prerequisite to *Introduction to Computers* (COMP 1000) is *Basic Computer Keyboarding* (COMP 0100) or successful completion of the Basic Computer Keyboarding test-out exam.

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.

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.
This program may also include Minnesota Transfer Curriculum (MnTC) courses. MnTC courses transfer to meet MnTC general education courses throughout the Minnesota State Colleges and Universities (MnSCU) system. MnTC courses from Anoka Technical College transfer to any MnSCU institution to meet the same goal areas that are met at Anoka Tech.
Students are encouraged to contact the Office of Records and Registration at all transfer schools for details about the institution's transfer process and policies.
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.

Start Dates

Fall Semester	August
Spring Semester	January

Faculty Contact

Erika Limbacher	763-576-4037
For service 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	ACCT 1015 ....4 ACCT 1030 ....2 ACCT 1035 ....3 COMP 1000 ....3 General Education/MnTC... 3-4 **TOTAL.... 15-16**	ACCT 1025 ....4 ACCT 1045 ....1 ADSC 1006 ....4 ADSC 1171 ....2 ACCT Elective....2 General Education/MnTC... 3-4 **TOTAL.... 16-17**
	Fall Semester	**Spring Semester**
SECOND YEAR	ACCT 1100 ....3 ACCT 1110 ....3 ACCT 1120 ....3 ACCT Elective.... 2-3 General Education/MnTC... 3-4 **TOTAL.... 14-16**	ACCT 1130 ....3 ACCT Elective.... 2-3 ACCT Elective.... 2-3 ACCT Elective* .... 0-2 General Education/MnTC... 3-4 General Education/MnTC* . 0-2 **TOTAL.... 11-15**

**NOTE: Depending on elective course selection, students may need three ACCT elective courses and two MnTC/general education elective courses in their final semester. To graduate, students must complete 15 credits of MnTC/general education and 10 credits of Accounting electives.*

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

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