2015-2016

Accounting

Bookkeeper Certificate

Program Information

The Anoka Technical College Bookkeeper certificate is a 27-credit program that prepares students for careers in accounting. The Bookkeeper certificate along with the Payroll Accounting 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 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

The Bookkeeper 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
- Certified Bookkeeper conferred by the American Institute of Professional Bookkeepers (AIPB)

To become certified or licensed, students must satisfy all requirements of each applicable national or state credentialing agency.

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] 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] 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. Some courses may require an Accuplacer score or completion of basic math, basic english, and/or reading courses with a "C" or better.
[2-4] See Certification/Accreditation.

Graduation Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS), 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 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 U.S. Department of Labor Statistics and the Minnesota Department of Employment and Economic Development.

Gainful Employment

Follow this link for a Gainful Employment report.

TOTAL CREDITS.....27

Technical Education — 27 Credits

☐ ACCT1015	Principles of Accounting I	4
☐ ACCT1025	Principles of Accounting II	4
☐ ACCT1030	Payroll Accounting [2]	2
☐ ACCT1035	Income Tax I	3
☐ ACCT1200	Bookkeeper Certification Preparatory Course [3]	3
☐ ADSC1171	Microsoft Excel	2
☐ COMP1000	Introduction to Computers [1]	3

Electives 6

Six credits of electives are required from the following list:

☐ 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
☐ ACCT1110	Income Tax II	3
☐ ACCT1160	Advanced QuickBooks [4]	2
☐ ACCT1170	Advanced Payroll Accounting [2]	2
☐ ADSC1181	Microsoft Access	2

Also see: Accounting associate in applied Science (AAS) degree, Payroll Accounting certificate and Tax Preparer certificate

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

Sample Program Sequence Full-Time

	Fall Semester	Spring Semester
FIRST YEAR	ACCT 1015 ..... 4 [2]ACCT 1030 ..... 2 ACCT 1035 ..... 3 [1]COMP 1000 ..... 3 TOTAL 12	ACCT 1025 ..... 4 ACCT 1171 ..... 2 ACCT Elective ..... 2 ACCT Elective ..... 1-3 ACCT Elective ..... 1-3 TOTAL 12
	Fall Semester	
SECOND YEAR	ACCT 1200 ..... 3 TOTAL 3	

This information is available in alternative formats by calling 763-576-4700. 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
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