

### Program Information

The Anoka Technical College Payroll Accounting certificate is a 19-credit program that prepares students for careers in accounting.

The Payroll certificate along with the Bookkeeper 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 Payroll Accounting 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.

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

<sup>[1]</sup> See Prerequisites.

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

<sup>[3]</sup> ACCT1160: Certified QuickBooks User Exam; certification is conferred by Intuit. The exam taken at Certipoint 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

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

<sup>[2-3]</sup> See Certification/Accreditation.

Some courses may require an Accuplacer/ACT score or completion of basic math, basic English, and/or reading courses with a “C” or better.

### Graduation Requirements

All Anoka Technical College students seeking an Associate in 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 Education - 19 Credits

<input type="checkbox"/>	COMP1000	Introduction to Computers <sup>[1]</sup>	3
<input type="checkbox"/>	ACCT1015	Principles of Accounting I <sup>[2]</sup>	4
<input type="checkbox"/>	ACCT1030	Payroll Accounting	2
<input type="checkbox"/>	ACCT1170	Advanced Payroll Accounting <sup>[2]</sup>	2
<input type="checkbox"/>	ADSC1171	Microsoft Excel	2
	<b>Electives</b>		<b>6</b>
<i>Six credits of electives are required from the following list:</i>			
<input type="checkbox"/>	ACCT1035	Income Tax I	3
<input type="checkbox"/>	ACCT1045	Tax Lab	1
<input type="checkbox"/>	ACCT1055	Computerized Accounting: Peachtree	2
<input type="checkbox"/>	ACCT1065	Computerized Accounting: QuickBooks	2
<input type="checkbox"/>	ACCT1075	Computerized Accounting: Microsoft Dynamics GP	2
<input type="checkbox"/>	ACCT1085	Construction Accounting	2
<input type="checkbox"/>	ACCT1110	Income Tax II	3
<input type="checkbox"/>	ACCT1160	Advanced QuickBooks <sup>[3]</sup>	2
<input type="checkbox"/>	ADSC1181	Microsoft Access	2
<input type="checkbox"/>	SMGT1612	Human Resource Management	3
<input type="checkbox"/>	SMGT1616	Employment Law	2

<sup>[1-3]</sup> 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 degree, Bookkeeper and Tax Preparer certificate*



(continued)

2016-2017

# Payroll Accounting

Certificate

### Start Dates

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

### 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](mailto:EnrollmentServices@anokatech.edu)

### Sample Program Sequence:

Full Time

	Fall Semester	Spring Semester
<b>1<sup>st</sup> YEAR</b>	ACCT 1015 ..... 4	[2] ACCT 1170 ..... 2
	[2] ACCT 1030 ..... 2	ADSC 1171 ..... 2
	[1] COMP 1000 ..... 3	ACCT Elective ..... 2-3
	ACCT Elective ..... 2-3	ACCT Elective ..... 0-2
	<b>TOTAL ..... 11-12</b>	<b>TOTAL ..... 7-8</b>

