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):

(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) 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.

(2-3) 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: (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 (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


Gainful Employment

Follow this link to see the Gainful Employment Report.

Technical Education - 19 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP1000</td>
<td>Introduction to Computers[1]</td>
<td>3</td>
</tr>
<tr>
<td>ACCT1015</td>
<td>Principles of Accounting I[2]</td>
<td>4</td>
</tr>
<tr>
<td>ACCT1030</td>
<td>Payroll Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ACCT1170</td>
<td>Advanced Payroll Accounting[3]</td>
<td>2</td>
</tr>
<tr>
<td>ADSC1171</td>
<td>Microsoft Excel</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives ................................................................. 6

Six credits of electives are required from the following list:

- ACCT1035 Income Tax I ........................................... 3
- 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
- ADSC1181 Microsoft Access                           2
- SMGT1612 Human Resource Management                   3
- SMGT1616 Employment Law                              2

[1-3] 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.
2016-2017
Payroll Accounting
Certificate

Start Dates
Fall Semester ........................................... August
Spring Semester ........................................... January

Faculty Contact
Erika Limbacher ........................................... 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@anokatechedu

Sample Program Sequence:
Full Time

<table>
<thead>
<tr>
<th>1st YEAR</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACCT Elective ..........2-3</td>
<td>ACCT Elective ..........0-2</td>
</tr>
<tr>
<td></td>
<td>TOTAL ................... 11-12</td>
<td>TOTAL ................... 7-8</td>
</tr>
</tbody>
</table>