PAYROLL ASSISTANT CERTIFICATE

Program Number: 61-101-3
Certificate
Campus: Beaver Dam, Fond du Lac, West Bend, Online
This program is **not** eligible for financial aid

Start your finance career after only one semester of courses with the Payroll Assistant Certificate at Moraine Park Technical College.

About the Program

The Payroll Assistant Certificate covers basic accounting and payroll concepts and prepares students for entry-level payroll jobs.

What You'll Learn

Students learn how to provide excellent service in a business atmosphere, with a focus on calculating hours and wages according to Fair Labor Standards laws. Students also learn to gauge state employer/employee taxes, determine net pay and how to file federal and state tax forms.

Plus, all courses directly transfer into the Accounting Assistant technical diploma (https://catalog.morainepark.edu/program-information/programs/accounting-assistant/) and Accounting associate degree (https://catalog.morainepark.edu/program-information/programs/accounting/).

Transfer Opportunities

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable**, **accessible** and **convenient**. You can go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (https://www.morainepark.edu/transfer-to-a-four-year-college/) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/) steps details

Credit for Prior Learning

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

Visit MPTC's Credit for Prior Learning (https://www.morainepark.edu/academics/credit-for-prior-learning/) page for more information.

Approximate Costs

Tuition

Occupational

- $157.45 per credit (resident)
- $236.18 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- $196.05 per credit (resident)
- $294.08 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- $6.00 minimum per course Material Fee
- $13.76 per-credit Supplemental Fee for Undergraduate courses
- $4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (https://catalog.morainepark.edu/billing/cost/) for additional enrollment fee information.

Course Requirements

Course	Title	Credits
Courses		
101-112	Accounting 1	4
101-138	Data Management, Analysis and Reporting	3
101-141	Payroll Accounting	3
103-159	Computer Literacy - Microsoft Office	1
	Credits	**11**
	Total Credits	**11**

Pathways

- Accounting Associate Degree (https://catalog.morainepark.edu/program-information/programs/accounting/)
  - Accounting Assistant Technical Diploma (https://catalog.morainepark.edu/program-information/programs/accounting-assistant/)
    - Payroll Assistant Certificate (p. 1)
    - Tax Preparer Assistant Certificate (https://catalog.morainepark.edu/program-information/programs/tax-preparer-assistant-certificate/)
  - Bookkeeper Technical Diploma (https://catalog.morainepark.edu/program-information/programs/bookkeeper/)

Earn certificates, technical diplomas and an associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

Career Opportunities

- Payroll Assistant

Moraine Park Technical College is an equal opportunity and affirmative action College. Women, minorities, those with different abilities and veterans are encouraged to apply. For more information, visit http://www.morainepark.edu/nondiscrimination.