

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/programs/accounting-assistant/>) and Accounting associate degree (<https://catalog.morainepark.edu/programs/accounting/>).

Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/academics/transfer-information/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

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

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

Approximate Costs

Tuition

Occupational

- \$146.20 per credit (resident)
- \$219.30 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- \$188.90 per credit (resident)
- \$283.35 per credit (out-of-state resident)

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

Student Fees

- \$4.50 minimum per course Material Fee
- \$12.50 per-credit Supplemental Fee for Undergraduate courses
- \$10 minimum per credit Online Course Fee (Fee suspended for 2023-2024)
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) 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/programs/accounting/>)
 - Accounting Assistant Technical Diploma (<https://catalog.morainepark.edu/programs/accounting-assistant/>)
 - Payroll Assistant Certificate (p. 1)
 - Tax Preparer Assistant Certificate (<https://catalog.morainepark.edu/programs/tax-preparer-assistant-certificate/>)
 - Bookkeeper Technical Diploma (<https://catalog.morainepark.edu/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