

# 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
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
<b>Credits</b>		<b>11</b>
<b>Total Credits</b>		<b>11</b>

## 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