

Earn your Tax Preparer Assistant and Payroll Assistant certificates

Students who complete the following five courses will earn their Gateway Payroll Assistant and Tax Preparer Assistant certificates. Earning these certificates (**for free!**) prepares you to either begin your career or continue your education after graduation.

Tax Preparer Assistant certificate

101-114 Accounting Principles*	4 credits
103-143 Computers for Professionals*	3 credits
101-104 Income Tax Accounting	4 credits

Payroll Assistant certificate

101-114 Accounting Principles*	4 credits
103-143 Computers for Professionals*	3 credits
101-154 Accounting Software Apps	2 credits
101-106 Accounting Spreadsheet Apps	3 credits
101-119 Payroll Accounting	3 credits

* Credits apply to both certificates

Students

have the opportunity to earn

19 college credits

in the Gateway Technical College Accounting program at

no cost

while they are in

high school.



CREDITS TOWARD A DEGREE

Apply your credits toward an Accounting degree at Gateway.

Certificates	
Tax Preparer Assistant	
11 Credits	Potential Jobs: - Tax Preparer - Tax Associate
Median Income: \$17.74 per hour	\$36,899 annually
Payroll Assistant	
15 Credits	Potential Jobs: - Payroll Assistant - Time & Attendance Clerk
Median Income: \$20.19 per hour	\$41,995 annually

Accounting Assistant technical diploma
29 Credits
Potential Jobs: - Accounting Assistant - Accounting Clerk - Bookkeeper
Median Income: \$18.10 per hour
\$37,648 annually

Accounting associate degree
63 Credits
Potential Jobs: - Accounting Associate - Full-Charge Bookkeeper - Staff Accountant
Median Income: \$28.85 per hour
\$60,008 annually

Bachelor's degree
Transfer up to 63 Credits
via existing articulation agreements with colleges such as:
Cardinal Stritch University Herzing University Lakeland University MSOE UW-Oshkosh UW-LaCrosse UW-Parkside



Get Certified

- Quickbooks Certified User
- Microsoft Office Specialist: Excel



Get Started

Contact our New Student Specialists for more information.

Email: newstudentspecialists@gtc.edu

Phone: 1-800-247-7122

Web: gtc.edu/nss