

PAYROLL ACCOUNTING CERTIFICATE

Division: Business and Computer Information Systems

Requirements

PROGRAM CODE: 2C40669

The **Payroll Accounting Certificate** is designed to prepare students for entry-level position in accounting in the public and private sector area such as manufacturing, small business, financial service, wholesale trades, and government. Specialized training in payroll accounting and financial accounting enables students to maintain accounting and payroll records. Entry-level employment opportunities include positions in payroll, accounts receivable/payable, and number of trainee/internship positions. A grade of C or better is required in each course taken. This certificate requires 16-19 units.

Code	Title	Units
Required Courses (8 units):		
ACCT 101AF	Financial Accounting	5
or ACCT 102HF	Honors Financial Accounting	
ACCT 110 F	Payroll Accounting	3
Restricted Electives (8-11 units):		8-11
ACCT 100 F	Small Business Accounting	3
ACCT 107 F	Computerized Accounting with QuickBooks	3
ACCT 203 F	Auditing	3
ACCT 230 F	Excel for Accountants	3
ACCT 295 F	Accounting Internship	2-4
or BUS 295 F	Business Internship (formerly BUS 061 F)	
BUS 111 F	Business Communications	3
or BUS 211 F	Critical Reasoning and Writing for Business (formerly Writing for Business)	
or BUS 211HF	Honors Critical Reasoning and Writing for Business (formerly Honors Writing for Business)	
CIS 100 F	Introduction to Personal Computers	4
or CIS 100HF	Honors Introduction to Personal Computers	
Total Units		16-19

Program Student Learning Outcomes

Outcome 1: Prepare journal entries in accordance to Generally Accepted Accounting Principles (GAAP).

Outcome 2: Interpret employment laws and employment tax laws.

Outcome 3: Prepare payroll records and payroll tax returns.