

Accounting – Payroll

ACCOUNTING AND MANAGEMENT DEPARTMENT

Certificate 60505

The Payroll Certificate combines basic accounting skills with specialized training in payroll, preparing the student for entry-level positions within the payroll segment of accounting. Common duties performed in this field include payroll tax reporting, maintenance of payroll accounting systems, and posting payroll transactions to journals/ledgers.

Requirements for the Certificate

Required courses:

Completion of Accounting – Bookkeeping Certificate as follows:

BUSA 7	Principles of Accounting – Financial, <i>or</i>	5.0	CSU, UC
BUSA 72	Bookkeeping – Accounting	5.0	
BUSA 53	Ten-Key Calculations, <i>or</i>	2.0	
BUSA 81	Work Experience in Accounting	1.0	
BUSO 5	Business English, <i>or</i>	3.0	
BUSO 25	Business Communications	3.0	CSU

Plus the following courses:

BUSA 70	Payroll and Tax Accounting	3.0	
BUSA 75	Using Microcomputers in Financial Accounting, <i>or</i>	1.0	
BUSA 81	Work Experience in Accounting	1.0	
BUSA 76	Using Microcomputers in Managerial Accounting, <i>or</i>	1.0	
BUSA 81	Work Experience in Accounting	1.0	

TOTAL UNITS 14.0 - 15.0