

Business and Computing Division

PAYROLL ACCOUNTING COMPETENCY

CERTIFICATE OF SPECIALIZATION

This certificate, issued through the Business and Computing Division, provides students with basic accounting and computer accounting coursework focusing on payroll accounting. Completion of the certificate will enable students to apply for entry-level positions in accounting with an emphasis in payroll.

Students are required to obtain a grade of "C" or better in all required courses.

Program Outcomes

Demonstrate generally accepted accounting practices in the area of payroll accounting using various forms of technology.

Required Courses

Course	Course Number	Units
Financial Accounting	ACCT A101	4
Managerial Accounting	ACCT A102	4
Accounting Information Systems 1	ACCT A110	3
Payroll	ACCT A119	3
	Total Units	14