

VOC: ACCOUNTING - PAYROLL

#24074

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

Program Learning Outcomes

Upon successful completion of this program, a student will:

- Identify payroll records required by the employer in preparation for filing tax forms for Social Security, federal and state income tax, state disability benefits, and federal and state unemployment.
- Calculate wages and withholding amounts in payroll problems.
- Assemble payroll record keeping requirements for employers under current state and federal laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.

Certificate Requirements

This certificate requires:

Completion of the Accounting -
Bookkeeping coursework

PLUS

Completion of the Accounting -
Payroll coursework

Required Coursework

Course Prefix	Course Name	Units
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Accounting - Bookkeeping Coursework

VOC BA07	Principles of Accounting - Financial or VOC BA72 Bookkeeping - Accounting	
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VOC BA75	Using Microcomputers in Financial Accounting	
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VOC BA76	Microcomputers in Managerial Accounting or VOC BA68 Business Mathematics	
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Course Prefix	Course Name	Units
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VOC BA70	Payroll and Tax Accounting	
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VOC BA75	Using Microcomputers in Financial Accounting	
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	or VOC BA76 Microcomputers in Managerial Accounting	
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