

# ACCOUNTING - PAYROLL

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## Certificate of Completion

#24074

The Accounting - Payroll Certificate provides basic accounting skills and knowledge combined with specialized training in payroll, preparing the student for entry-level clerical positions within the payroll segment of accounting. Common duties performed include payroll tax reporting, payroll accounting systems maintenance, and posting payroll transactions to journals and 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 \(SLOs\)](#) for this program.

## Certificate Requirements

Column 1	Column 2
This certificate requires:	
Completion of the Accounting - Bookkeeping coursework	
PLUS	
Completion of the Accounting - Payroll coursework	

## Required Coursework

Course Prefix	Course Name	Units
<b>Accounting - Bookkeeping Coursework</b>		
VOC BA07	Principles of Accounting - Financial	
or VOC BA72	Bookkeeping - Accounting	
VOC BA75	QuickBooks for Accounting	
VOC BA76	Excel for Accounting	
<b>Accounting - Payroll Coursework</b>		
VOC BA70	Payroll and Tax Accounting	