

ACCOUNTING - PAYROLL

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) (<https://www.mtsac.edu/slo/>) 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
Accounting - Bookkeeping Coursework		
VOC BA07 or VOC BA72	Principles of Accounting - Financial Bookkeeping - Accounting	
VOC BA75	QuickBooks for Accounting	
VOC BA76	Excel for Accounting	
Accounting - Payroll Coursework		
VOC BA70	Payroll Accounting	