

PAYROLL AND TAX ACCOUNTING

Certificate of Completion

#38112

This short-term program is intended to prepare students to become payroll and timekeeping clerks as well as for introductory tax positions to work in the payroll and accounting department of any business or organization. This program is specifically for noncredit students who are seeking training in the accounting field for immediate employment. Furthermore, this program will also provide foundational skills and training for students to enter into more advanced accounting programs. Students must pass both core courses to earn the Payroll and Tax Accounting certificate.

Program Learning Outcomes

- Students will gain employment in an introductory payroll and/or tax accounting position in the business department of any business or organization.
- Students will demonstrate job readiness skills.
- Students will progress through the business and accounting career ladder by enrolling in further business and accounting courses or programs.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

Required Courses

Course Prefix	Course Name	Units
VOC BA70	Payroll and Tax Accounting	
BS ABE05	Career Development	