# ACCOUNTING - PAYROLL (CERTIFICATE E0505)

**Business Division**
**Certificate 0505**
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/ledgers.

## Required Courses

| Course Prefix | Course Name | Units |
|---|---|---|
| BUSA 7 | Principles of Accounting - Financial | 5 |
| or BUSA 72 | Bookkeeping - Accounting | |
| BUSA 70 | Payroll and Tax Accounting | 3 |
| BUSA 75 | QuickBooks for Accounting | 3 |
| BUSA 76 | Excel for Accounting | 3 |
| **Total Units** | | **14** |

### Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- 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.