

CERTIFICATE IN PAYROLL ACCOUNTING

The Payroll Accounting Certificate of Achievement will provide our students with basic financial accounting training as well as specialized training in payroll accounting, helping to prepare the student for clerical positions within payroll departments of employers. Payroll clerk responsibilities include payroll tax accounting & reporting, payroll accounting systems maintenance & update, and posting payroll journal entries to accounting journals/ledgers.

Learning Outcomes

Certificate of Achievement Level Student Learning Outcomes

Students completing the Payroll Accounting Certificate of Achievement will:

1. Create general ledger entries and basic payroll and accounting reports.
2. Demonstrate knowledge of payroll laws and applications.
3. Create and maintain accounting and payroll related spreadsheets.

Requirements

Code	Title	Units
Required courses:		
ACCT 100	Accounting	4
ACCT 115	QuickBooks	2
ACCT 118	Payroll Accounting	3
OFF 120	Microsoft Excel	3
Total Units		12

Curriculum Map

1-Term Curriculum Map Example

This map represents one possible pathway through the program and is only for reference.

*It is highly recommended that you make an appointment (<https://www.citruscollege.edu/stdntsrv/counsel/Pages/ApptSchedule.aspx>) to create a customized education plan that fits your needs.

Course	Title	Units
Fall Term 1		
ACCT 100	Accounting	4
ACCT 115	QuickBooks	2
ACCT 118	Payroll Accounting	3
OFF 120	Microsoft Excel	3
	Units	12
	Total Units	12

Career Information

Career Opportunities

There are a variety of careers you can do with this major.

To explore more about this major, schedule an appointment (<https://www.citruscollege.edu/stdntsrv/ctcenter/Pages/ApptSchedule.aspx>) with a career counselor.