

# 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<br>or VOC BA72                    | Principles of Accounting - Financial<br>Bookkeeping - Accounting |       |
| VOC BA75                                   | QuickBooks for Accounting  |       |
| VOC BA76                                   | Excel for Accounting   |       |
| <b>Accounting - Payroll Coursework</b>     |  |       |
| VOC BA70                                   | Payroll and Tax Accounting                                       |       |