

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.