

Accounting Department Payroll Administration

Certificate of Achievement

<u>Department Requirements:</u>			<u>Units</u>
ACCT	60	QuickBooks Accounting	1.5
ACCT	100	Introduction to Accounting	3.0
ACCT	130	Payroll Tax Accounting	3.0
ACCT	133	Computerized Spreadsheet Accounting	3.0
ACCT	230	Advanced Payroll Accounting	3.0
or ACCT	250	Advanced Payroll Accounting	(3.0)
ACCT	231	Current Topics in Payroll	1.5
LAW	105	Introduction to Federal & California Employment, Labor, and Worker's Compensation Law	3.0
BA	106	Human Resource Management	3.0
Total Certificate Requirements:			21.0

Associate in Arts Degree Requirements:

Meet the requirements for a Certificate of Achievement in Payroll Administration and complete the General Education requirements and electives to achieve a minimum of 60 degree applicable units.

Other recommended courses:			<u>Units</u>
ACCT	101	Fundamentals of Accounting I	4.0
ACCT	131	Computerized Accounting – IBM	3.0
BA	117	Introduction to Supervision	3.0
BCOT	46	Business Communications	3.0
BCOT	114	Introduction to Microsoft Office	3.5
or CIS	102	Introduction to Microcomputer Hardware and Applications Software	3.0

Note: Although many of these courses are transferable, this Certificate/A.A. degree is non-transferable.

Please see a Business Counselor or the respective Department Chairperson for additional alternatives.