



Cerritos College

ACCOUNTING - PAYROLL ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS:		UNITS
ACCT 60	Quickbooks Accounting	2
ACCT 100	Introduction to Accounting	3
ACCT 130	Payroll Tax Accounting	3
ACCT 133	Computerized Spreadsheet Accounting	3.5
ACCT 230	Advanced Payroll Accounting	3
or ACCT 250	Income Tax Accounting	(3)
ACCT 231	Current Topics in Payroll	1.5
LAW 105	Intro to Federal and California Employment, Labor, and Workers' Compensation Law	3
BA 106	Human Resources Development	3
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TOTAL CERTIFICATE REQUIREMENTS:		22

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for a Certificate of Achievement in Payroll Administration and complete general education requirements to achieve a minimum of 60 units.

OTHER RECOMMENDED COURSES:

ACCT 101	Fundamentals of Accounting I	4
ACCT 131	Computerized Accounting –IBM	3.5
BA 117	Introduction to Supervision	3
BCOM 46	Business Communications	3
BCOT 114	Introduction to Microsoft Office	3.5
or CIS 102	Introduction to Microcomputer Hardware and Applications Software	3

NOTE: Although many of these courses are transferable, this certificate/AA degree is nontransferable.

Please see a Business Counselor or the respective department chairperson for additional alternatives.