

ACCOUNTING  
PAYROLL ACCOUNTING CERTIFICATE PROGRAM  
CATALOG 2007-2008

The Payroll Accounting Certificate Program provides educational training to those seeking employment in the specialized area of payroll accounting. The certificate in payroll accounting can be earned in one year and is fully transferable to the Associate of Applied Science Degree in Accounting.

**Note:** Students have the option of taking both ACCT 175 and ACCT 178 in order to satisfy the requirements of ACCT 201.

A student must earn a "C" or higher in all courses to count toward a certificate.

			<b>Credit Hours</b>	<b>Grade</b>
___	ACCT	201 Fundamental of Accounting I <b>OR</b>	4	_____
___	ACCT	175 Fundamental of Accounting IA <b>AND</b>	(3)	_____
___	ACCT	176 Fundamental of Accounting IB	(3)	_____
___	AOAP	116 Business English	3	_____
___	COSC	125 Business Microcomputer Applications	3	_____
___	AOAP	115 Practical Business Math Procedures	3	_____
___	ACCT	202 Fundamentals of Accounting II	4	_____
___	ACCT	216 Spreadsheet Accounting	3	_____
___	ACCT	218 Computerized Accounting	3	_____
___	ACCT	220 Payroll Accounting	3	_____

Total credit hours required for this certificate is 26-28.

**Option:** Upon completion of this certificate program, students will be provided with additional information regarding further study opportunities related to the Fundamental Payroll Certificate Exam offered by the American Payroll Association.