

ACCOUNTING
Payroll Accounting Certificate Program
Catalog 2009-2010

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.

	Credit Hours	Grade
____ ACCT 201 Fundamental of Accounting I OR	4	_____
____ ACCT 175 Fundamental of Accounting IA AND	(3)	_____
____ ACCT 176 Fundamental of Accounting IB	(3)	_____
____ ACCT 202 Fundamentals of Accounting II	4	_____
____ ACCT 216 Spreadsheet Accounting	3	_____
____ ACCT 218 Computerized Accounting	3	_____
____ ACCT 220 Payroll Accounting	3	_____
____ AOAP 115 Practical Business Math Procedures	3	_____
____ AOAP 117 Business Communication	3	_____
____ COSC 125 Business Microcomputer Applications	3	_____

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

Option: Upon completion of this certificate program, students will be provided with precise information regarding the Fundamental Payroll Certificate Examination offered by the American Payroll Association.