

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)	_____
___	AOAP	117	Business Communication	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.