BOOKKEEPING/PAYROLL SPECIALIST

Certificate of Achievement
Career/Technical (Major Code: 02143)

Emphasizes basic payroll skills in a technology-based environment. Includes payroll data compilation, data entry, wage posts, error reconciliation, and payroll record maintenance. Prepares students to work with computers and other payroll tools to perform basic payroll tasks required in today's technology-based businesses.

Successful completion of the Bookkeeping/Payroll Specialist Certificate of Achievement will provide students with the minimum essential skills in accounting, computerized accounting, business communication, business information systems, microcomputer spreadsheet, and payroll which are in high demand in today's dynamic workforce.

Program Student Learning Outcomes

- Create an accounting system which will measure the financial activities of a business and then be able to communicate those measurements to others. Create, and maintain, a set of payroll records which will support mandated reporting to employees, and federal/state government agencies.
- Apply transaction analysis, input transactions into the accounting and payroll systems, then process this input and prepare and interpret the four basic financial statements and the required payroll reports and tax returns.
- Prepare schedules, account analysis, account reconciliations, and financial reports through the use of spreadsheet software (Excel) and accounting software(Quickbooks). Compute gross earnings, and determine all employee deductions for each payroll period. Enter all data on payroll register and individual employee earnings records. Prepare required payroll reports and tax forms.

Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation."

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment (http://www.swccd.edu/gainfulemployment/).

Code	Title	Units
Program Requirements [1]		
ACCT 7	BASIC BUSINESS BOOKKEEPING	3
ACCT 101	PRINCIPLES OF ACCOUNTING I	4
ACCT 8	PAYROLL	4
ACCT 12	COMPUTERIZED ACCOUNTING	3
BUS 183	BUSINESS MATHEMATICS	3
BUS 212	BUSINESS COMMUNICATION	3
CIS 101	INTRODUCTION TO BUSINESS INFORMATION SYSTEMS	4
CIS 133	ADVANCED MICROCOMPUTER SPREADSHEETS SOFTWARE	1
Total Units		**25**

[1] Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.