

PAYROLL AND TIMEKEEPING CLERK, CAREER AND TECHNICAL CERTIFICATE

A payroll clerk fills the need for timely and accurate payroll cost information. This certificate contains a series of courses that provide entry-level skills in payroll accounting. This includes the recording function all the way through to the disbursement of the checks. With constant changes in the legal environment and technological advances, this occupation is critical. All Payroll Clerk certificate courses can be applied toward an AAS degree in Business Management, Accounting Concentration and the CTS in Accounting Clerk.

The program teaches the concepts and skills required for PayrollOrg's Fundamental Payroll Certification (FPC) exam.

Outcomes for Payroll and Timekeeping Clerk CTC

After completing this program, students will also be able to:

- Learn to process payroll and personnel records.
- Know how to record and process wages and salary, Social Security taxes, income tax withholding, and unemployment compensation taxes.
- Analyze and journalize payroll transactions.

Code	Title	Hours
Major Courses ¹		
ACCT 1500	Payroll Accounting	3
ACCT 2100	Computerized Accounting	3
ACCT 2400	Principles of Fin Accounting	3
ACCT 2200	Personal Income Tax	3
BUSN 1150	Survey of Microcomputer App	3
Total Hours		15

¹ Must earn a grade of "C" or better.