

# PAYROLL, CERTIFICATE OF PROFICIENCY



The Payroll Certificate prepares students for entry-level employment as payroll clerks. Payroll clerks are responsible for handling payroll issues, tax preparation, and year-end reporting for organizations and companies. The one-year certificate program is designed to accommodate those who are employed full-time or are attending college on a part-time basis, seeking to upgrade their existing employment skills or begin a job in payroll. This program will also help prepare those students who want to pursue certification credentials through the American Payroll Association.

**Program contact:** Learn more

**This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.**

Learn more here, here, here, here, and here about how certificate credits apply to the related degrees.

## Program Admission Requirements

- High School Diploma/GED not required, but highly recommended.
- ENG-0995 Applied College Literacies or appropriate score on English Placement Test.
- MATH-0955 Beginning Algebra or appropriate score on Math Placement Test.

## Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

1. Communicate payroll and related information both verbally and in writing, relative to their knowledge and skill level with internal and external constituents, both inside and outside the field.
2. Work collaboratively, professionally, ethically, and with fiduciary responsibility to process payroll in a manner that is within the appropriate professional code of conduct.
3. Accurately record and apply fundamental accounting processes to properly record routine and nonroutine payroll transactions.
4. Utilize office suite products, including spreadsheets, database, word processing, presentation, and enterprise-wide technology along with proprietary accounting software to record and process payroll transactions.
5. Be prepared to sit for the Fundamental Payroll certification examination presented by the American Payroll Association.

## Suggested Semester Sequence

First Semester		Credit Hours
ACCT-1041	Individual Taxation	4
ACCT-1311	Financial Accounting	3
BADM-1020	Introduction to Business	3
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
Credit Hours		16
Second Semester		Credit Hours
ACCT-1030	Payroll	3
ACCT-1520	QuickBooks Immersion	2
BADM-2151	Business Law	3
Select from the following:		3-4
ACCT-xxxx	ACCT elective course (see below list) <sup>1</sup>	
FIN-xxxx	Finance Elective	
Select one of the following:		3
BADM-2010	Business Communications	
BADM-2010	Business Communications	
Credit Hours		14-15
Total Credit Hours		30-31

<sup>1</sup> ACCT-1020 Applied Accounting cannot be used to fulfill elective requirement. Students must earn at least 3 credits of Accounting/ Finance Elective coursework to meet the minimum credit hour requirement for completing a certificate of proficiency.

## Elective

Choose one elective from the following courses.

Code	Title	Credit Hours
ACCT-1011	Business Math Applications	3
ACCT-1551	Excel for Accountants	2
ACCT-2041	Business Taxation	4
ACCT-1341	Managerial Accounting	3
ACCT-2310	Intermediate Accounting I	4
ACCT-2500	Governmental/Non-Profit Accounting	4
ACCT-2830	Cooperative Field Experience	2-3
FIN-1061	Personal Finance	3