

## ACCOUNTING

### Payroll Accounting Certificate Program

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 of Accounting.

**Note:** Students have the option of taking both ACCT 175 and ACCT 176 in order to satisfy the requirements of ACCT 201.

A student must earn a "C" or higher in all courses in order to meet the requirements of this certificate.

			<b>Credits</b>
ACCT	201	Fundamentals of Accounting I OR	4
ACCT	175	Fundamentals of Accounting IA AND	(3)
ACCT	176	Fundamentals 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	Spreadsheets Accounting	3
ACCT	218	Computerized Accounting	3
ACCT	220	Payroll Accounting	3

**Total Credits 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.

## ADMINISTRATIVE OFFICE ASSISTANT PROGRAM

### Certificate

This certificate provides highly specialized educational training to students seeking employment in organizations that need effective office and administrative support. The certificate can be achieved in a short period of time to allow students an opportunity to enter the workforce or further their educational goals while employed. To receive credit for the course, students must earn a "C" or better in all coursework.

#### 1st Semester

AOAP	110	Records Management	3
AOAP	118	Administrative Office I	3
AOAP	123	Keyboarding	3
AOAP	210	Word Processing	3
COSC	125	Business Microcomputer Applications	3
Total			15

#### 2nd Semester

ACCT	201	Fundamentals of Accounting I OR	4
ACCT	175	Fundamentals of Accounting 1A AND	3
ACCT	176	Fundamentals of Accounting 1B	3
AOAP	115	Practical Business Math Procedures	3
AOAP	117	Business Communication	3
AOAP	130	Human and Customer Relations	3
AOAP	219	Administrative Office II	3
Total			16-18

**Total Credits 31-33**