

PAYROLL CLERK

General Description

The Payroll Clerk provides a key administrative function in an organization. This entry-level program trains students with the skills required to prepare and maintain the payroll of a business with the use of computer technology. Students learn basic payroll and record keeping skills required by all small and mid-size business organizations.

Payroll Clerk

Certificate of Proficiency

Career/Technical (Major Code: 02142)

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.

ACCT 7 Basic Business Bookkeeping	3
ACCT 8 Payroll	4
ACCT 12 Computerized Accounting	3
BUS 183 Business Mathematics	3
Total units 13	

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.