



Payroll Clerk

Certificate of Completion (CC)

Planning Guide 2017-2018

EPC 5054

Program Information:

Length of Program: 20 Credits
Completion Award: Certificate of Completion
Enrollment: Fall, Winter, Spring
Approximate Quarterly Costs: \$0
(in addition to tuition, books and parking)

Website: www.shoreline.edu/busad/accounting.aspx

Program Advisor:

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Program Description:

Shoreline Community College offers a short-term Payroll Clerk Certificate of Completion (CC) leading to an entry-level position in the accounting field. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Associate Degrees in Accounting. Students pursuing a four-year baccalaureate degree should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Payroll Clerk—What is it?

Students study and learn the basics of practical and computer accounting. Students successfully completing this Certification are qualified to obtain entry level accounting positions.

Program Outcomes:

Students who successfully complete this program –**by achieving a grade of 2.0 or better in each accounting course**- should have:

1. An understanding of the basic accounting cycle for service and merchandising firms.
2. Basic business computer skills with specific knowledge of commercial accounting software.
3. Basic understanding of the payroll process and the rules and regulations related to payroll.

Career Opportunities—What can I do with a Certificate in Payroll Clerk?

The job outlook for accounting-related occupations is very good. Graduates may be hired as entry payroll clerks.

Potential employers include: Certificate holders can be employed by government and private industry. The field also provides opportunities for temporary employment, and part-time work. For more, please visit career information and resources at <http://www.shoreline.edu/counseling-center/career-counseling.aspx>.

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Program Prerequisites: Placement into ENGL 099 or EAP 099, and MATH 080.

CERTIFICATE OF COMPLETION – 20 Credits

PROGRAM REQUIREMENTS				
Course		QTR	GR	CR
ACCT& 201	Financial Acct I			5
ACCT 104	Payroll Accounting			5
BUSTC 150	Excel 2016			5
ACCT 206	Computer Accounting			5

RECOMMENDATIONS:

Note: Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice and final career decisions are the responsibility of the student.

CERTIFICATE COMPLETION

Students should automatically receive their Certificate after successful completion of all required courses. If you have not received your Certificate, please contact the Workforce Education Programs in FOSS 5100 or call 206-546-5876.