

Small Business Payroll Accounting 6 unit certificate

This certificate prepares individuals to perform the basic duties and responsibilities required of an entry level payroll accounting clerk.

Required Courses

ACC-62 Payroll Accounting (3 units)*

Prerequisite: ACC-1A or ACC/CAT-55

Training in payroll accounting and examine aspects of the Social Security Act, California Unemployment Insurance Act, and the California Workmen's Compensation Insurance Act.

Plus, an additional 3 units from the following courses:

ACC-1A Principles of Accounting (3 units)*

Advisory: BUS-20

An introduction to accounting principles and practices. Includes recording, analyzing and summarizing procedures used in preparing financial statements.

ACC/CAT-55 Applied Accounting/Bookkeeping (3 units)

An introductory course for students who are non-accounting.

*This class transfers toward one or more CSUSB or CalPoly majors. Visit www.assist.org or the Counseling office for details.

Small Business Payroll Accounting

Tuition \$46/unit • Duration of Study: 8 months

A Certificate in Small Business Payroll Accounting will be awarded upon completion of the required course (6 units). Please refer to the Norco College Catalog or visit the Counseling Center.

Job & Wage Information

- Accounting Assistant
Wage Range*: \$17.18-26.75
3% decrease in employment expected in CA 2019-2029; 22,490 openings annually
More info: <http://bit.ly/AccountingClerkNC>
- Entry-level Payroll Accountant/Payroll Clerk
Wage Range*: \$20.26-28.42
3% decrease expected in CA 2019-2029;
2,470 openings annually
More info: <http://bit.ly/PRAccountantNC>

*2020, Riverside/Ontario/San Bernardino Metro Area

What type of interests might be a good fit for this career choice?



Conventional

People who like to work with data, have numerical or clerical ability. Prefer structured situations over ambiguous ones.

For more information on careers that fit this category of interests, visit the Career Center in the Center for Student Success.

What's Your School?

SCHOOL OF
Business &
Management

Visit www.norcollege.edu/business for more information about this program.