Business Administration



Small Business Payroll Accounting 6 unit certi cate

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

ACC-62 Pa Acc (3)* 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.

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ACC-1A P, c e fAcc (3)* Advisory: BUS-20 An introduction to accounting principles and practices. Includes recording, analyzing and summarizing procedures used in preparing nancial statements.

ACC/CAT-55 A ed Acc /B, Watee (3) An introductory course for students who are n4rts1381esRequired Courses

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

For more information regarding program, course sequencing or scheduling, contact the Norco College Counseling Department at 951 • 372 • 7101 or visit www.norcocollege.edu/counseling

Business Administration





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