

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.

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.

Prerequisite:

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 Advanced Accounting/Business Law (3 units)

An introductory course for students who are not required to take

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

