



**South Central College
Program Design**

CERT 2248/3270 Payroll Clerk Certificate

Program Information

Instructional Level Certificate

Career Cluster Business Management and Administration

Description

A payroll clerk fills the need for timely and accurate payroll cost information. This certificate is a series of courses that provide entry-level skills in payroll accounting. This includes the recording function all the way through to the disbursement of the checks. With constant changes in the legal environment and technological advances, this occupation is critical. All Payroll Clerk certificate courses can be applied toward an A.A.S. degree in Accounting, Accounting Assistant Diploma and Accounting Technician Diploma.

Program Admission Dates (Fall and/or Spring)

Fall and Spring Semester

Program Location (North Mankato and/or Faribault)

Faribault and North Mankato Campuses

Program Student Learning Outcomes

- 1 Complete all aspects of the Accounting cycle
- 2 Analyze, interpret, communicate, and utilize financial information

Program Configurations

Fall Start

Credits

Elective	3
Technical Course	17
Liberal Arts & Sciences	3
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Total Credits	23

Semester 1 - Fall

Course #	Course Title	Credits	Function
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COMM 140	Interpersonal Communication	3	Elective
ACCT 1810	Financial Accounting	4	Technical Course
ACCT 1814	Payroll Accounting	3	Technical Course
ACCT 1834	Computerized Accounting I	3	Technical Course
ACCT 1870	Professional Accounting Careers	1	Technical Course

Semester 2 - Spring

Course #	Course Title	Credits	Function
COMM 110	Public Speaking	3	Liberal Arts & Sciences
ACCT 1835	Computerized Accounting II	3	Technical Course
ACCT or MKT	Accounting or HR Elective	3	Technical Course

Program Course List

Number	Title	Credits	Pre/Corequisites
ACCT 1810	Financial Accounting	4	None
ACCT 1811	Managerial Accounting	4	ACCT1810 Financial Accounting
ACCT 1814	Payroll Accounting	3	
ACCT 1834	Computerized Accounting I	3	None
ACCT 1835	Computerized Accounting II	3	ACCT1834
ACCT 1870	Professional Accounting Careers	1	
ACCT 2847	Fraud, Auditing and Internal Controls	4	ACCT 1810
COMM 110	Public Speaking	3	Score of 86 on the Sentence Skills portion of the Accuplacer or ENGL 0090 with a C or higher.
COMM 120	Small Group Communication	3	Completion of READ 0090 with a grade of "C" or higher or a score of 78 or above in reading comprehension on the Accuplacer.
COMM 140	Interpersonal Communication	3	Accuplacer Reading Score of 78 or above or completion of READ 0090
MKT 1930	Human Resource Management	3	None