

PAYROLL ACCOUNTING COMPETENCY, CERTIFICATION OF SPECIALIZATION

Course	Title	Units
ACCT A119	Payroll	3
Total Units		14

Not Financial Aid Eligible
Banner Code: 1_CE_PACC

This certificate, issued through the Business and Computing Division, provides students with basic accounting and computer accounting coursework focusing on payroll accounting. Completion of the certificate will enable students to apply for entry-level positions in accounting with an emphasis in payroll.

Program Outcome

1. Demonstrate generally accepted accounting practices in the area of payroll accounting using various forms of technology.

Certificate Requirements

Orange Coast College offers two types of certificate awards in career programs designed to prepare the graduate to enter a particular field of employment. At least 3 units in an advanced course from the certificate must be completed at OCC.

1. **Certificate of Achievement** - 8 units or more in a state-approved program. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing his or her final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog.
2. **Certificate of Specialization** - 16 units or less in a locally approved program. Certificates of Specialization are not automatically awarded, not printed on official academic transcripts, and there is no acknowledgment of completion given at graduation. Please contact the division for details regarding the submission of petitions as procedures for each division vary. Most division offices prefer that students complete all of the required courses and then provide a copy of the transcript while some divisions allow petitions for Certificates of Specialization before finishing.

Minimum Grade Requirement

In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of this catalog. Check with a counselor to determine the requirements for completion.

Course	Title	Units
Required Courses		
ACCT A101	Financial Accounting	4
ACCT A102	Managerial Accounting	4
ACCT A107	Not for Profit Recordkeeping and Compliance	3