

## 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](http://www.assist.org) or the Counseling office for details.*

## Small Business Payroll Accounting

Tuition \$276 • 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 Clerk  
Wage Range\*: \$11.87-30.00  
0% change in employment expected in CA 2016-2026; 22,450 openings annually  
More info: <http://bit.ly/AccountingClerkNC>
- Entry-level Payroll Accountant/Payroll Clerk  
Wage Range\*: \$14.89-30.33  
1% increase expected in CA 2016-2026;  
2,670 openings annually  
More info: <http://bit.ly/PRAccountantNC>

\*2018, 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?

NORCO COLLEGE  
SCHOOL OF  
**Business &  
Management**

Visit [www.norcollege.edu/business](http://www.norcollege.edu/business) for more information about this program.