**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**ACCOUNTING AND FINANACE/**

**PAYROLL ACCOUNTING CERTIFICATE (C25800C1)**

Effective: Fall 2022

Revised: 12/16/21

The Payroll Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to prepare and process payroll for businesses.

In addition to course work in accounting principles, theories, and practices students will complete courses in payroll, accounting software applications, income tax preparation and an introductory course in accounting spreadsheets utilizing Microsoft Excel.

Length: 2 Semesters

Prerequisite: Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| **\***ACC120 | Prin of Financial Accounting | 3 | 2 | 0 | 4 |
| **\***ACC129 | Individual Income Taxes | 2 | 2 | 0 | 3 |
| **\*\***ACC130 | Business Income Taxes | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **7** | **6** | **0** | **10** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SPRING SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACC140 | Payroll Accounting | 1 | 3 | 0 | 2 |
| ACC149 | Intro to Acc Spreadsheets | 1 | 3 | 0 | 2 |
| ACC150 | Accounting Software Appl | 1 | 3 | 0 | 2 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **3** | **9** | **0** | **6** |
|  |  |  |  |  |  |

**TOTAL REQUIRED CREDITS.... 16**

**Work-Based Learning Option**: NA

**\* First 8 weeks**

**\*\* Second 8 weeks**