Payroll Specialist

Certificate Program

Central Campus
8060 Spencer Hwy., Pasadena 77505

- SEPT 17 – DEC 8, 2013
- Tues & Thurs
- 6:00pm – 10:00pm

**Description:** This program provides the basics of the accounting cycle from the source documents to the post-closing documents. Using a workbook learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Specific knowledge, skills, and abilities required for the Fundamental Payroll Certification (FPC) exam offered by the American Payroll Association (APA) will also be covered.

**Who Should Attend?** Anyone interested in an entry-level payroll position at a small to mid-size organization. Information will be provided for those interested in taking the FPC exam.

**Targeted Objectives:**
- Understand Accounting concepts and procedures
- Analyze and Journalize Business Transactions (Debits and Credits)
- Post to the Ledger and Prepare the trail balance
- Prepare a worksheet
- Prepare the financial statements from the worksheet
- Post adjusting entries and closing entries
- Prepare a Post-Closing trial balance
- Understand banking procedures and control of cash
- Create formulas, format data, insert charts and graphs, and print a variety of spreadsheets
- Identify opportunities for employment and for professional growth in the field of payroll accounting

**Program Prerequisite(s):** Proficiency in reading, writing, and speaking English.

**Requirements for Completion:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
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</thead>
<tbody>
<tr>
<td>Bookkeeping Fundamentals</td>
<td>15</td>
</tr>
<tr>
<td>Payroll Fundamentals</td>
<td>28</td>
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<tr>
<td>FPC Exam Prep</td>
<td>32</td>
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<tr>
<td><strong>TOTAL CONTACT HOURS</strong></td>
<td>75</td>
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- Training Value is $1,313, including textbooks.
- **Limited number of SCHOLARSHIPS AVAILABLE!!**