

# ACCOUNTING - PAYROLL CLERK, SHORT-TERM TECHNICAL CERTIFICATE

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Curriculum Code #0005

Effective May 2019

Division of Engineering, Business and Information Technologies (<http://catalog.lorainccc.edu/previous-catalogs/2019-2020/academic-programs/engineering-business-information-technologies>)

The payroll clerk short-term technical certificate prepares the certificate holder for employment in a basic payroll clerk position performing routine functions.

## First Year

Fall Semester		Hours
ACTG 151	ACCOUNTING I - FINANCIAL	4
CISS 121	MICROCOMPUTER APPLICATIONS I	3
SDEV 101	COLLEGE 101 <sup>1</sup>	1
	Hours	8
Spring Semester		
ACTG 161	PAYROLL ACCOUNTING <sup>2</sup>	3
BADM 211	BUSINESS COMMUNICATIONS <sup>2</sup>	3
CISS 212	SPREADSHEET APPLICATIONS <sup>2</sup>	3
	Hours	9
	Total Hours	17

<sup>1</sup> A student must register for the orientation course when enrolling for more than six credit hours per semester or any course that would result in an accumulation of 13 or more credit hours.

<sup>2</sup> Indicates that this course has a prerequisite.

This short-term technical certificate contains basic academic and technical courses that are designed for entry-level employment situations. Some occupations or employers require an associate degree or higher.

Program Contact(s):

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For information about admissions, enrollment, transfer, graduation and other general questions, please contact your advising team (<https://www.lorainccc.edu/admissions-and-enrollment/advising-and-counseling>).

**More program information can be found on our website.**  
(<https://www.lorainccc.edu/business-programs/accounting/payroll-clerk>)