

PONTIS COMMUNITY SERVICES



PCS eLearn

CERTIFICATE IN PAYROLL

This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. The student will develop personnel and payroll records that provide the information required under current laws and process payroll data and tax data and prepare reports. Completion of this course will permit the student to take the exam in "Certificate in Payroll" offered by NACPB.

COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

ENG 101 - Introduction to Business Writing	Term I (6-weeks)	3 credit hours
INF 105 - Digital Literacy I (Microsoft Word)		3 credit hours
Total		6 credit hours

Term II (6-weeks)

ACC 101 - Introduction to Bookkeeping	3 credit hours
INF 106 - Digital Literacy II (Microsoft Excel)	3 credit hours
Total	6 credit hours

Term III (6-weeks)

ACC 102 - Introduction to Accounting	3 credit hours
MAT 105 - Mathematics with Business Applications	3 credit hours
Total	6 credit hours

Term IV (6-weeks)

ACC 221 - Taxes	3 credit hours
ACC 237 - Payroll	3 credit hours
Total	6 credit hours

Term V (6-weeks)

ACC 241 - Payroll II	3 credit hours
INF 201 - Digital Literacy III (Quickbooks)	3 credit hours
Total	6 credit hours

Term VI (6-weeks)

ACC 217 - Computerized Accounting	3 credit hours
ACC 245 - Payroll III	3 credit hours
Total	6 credit hours

TOTAL FOR CERTIFICATE COMPLETION

36 CREDIT HOURS

SEPARATE WEBINARS OFFERED AFTER COURSE COMPLETION

Webinar 1 - NACPB (National Association of Certified Public Bookkeeping) – Exam Prep I – 3 hours

Webinar 2 - NACPB (National Association of Certified Public Bookkeeping) – Exam Prep II – 3 hours

COURSE DESCRIPTIONS

ACC 101 Introduction to Bookkeeping. (3) Introduction to Bookkeeping course is the ideal starting point for future business leaders, accountants and entrepreneurs. You don't need any previous knowledge of accounting. This course will help you: Learn about business transactions, the banking system and double entry bookkeeping, prepare payroll and ledger accounts and understand reconciliation and preparing the trial balance.

ACC 102 Introduction to Accounting (3) Introduction to Accounting provides comprehensive coverage of the accounting cycle for services and merchandising organizations. Topics include: Journalizing, posting, financial statements, closing, accounting systems, internal control, accounts receivable, accounts payable, inventory control, and payroll.

ACC 221 Taxes. (3) This is an introductory course in personal and business tax accounting. Emphasis is on the principles of federal income taxation as they relate to individuals and business organizations such as partnerships, LLC's and Corporations, including the laws, rulings, and regulations that govern the preparation of these tax returns.

ACC 217 Computerized Accounting. (3) Introduces the computer in solving accounting problems. Focuses on the operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting.

ACC 237 Payroll. (3) This course covers the foundation required for success in calculating payroll, completing payroll taxes, and preparing payroll records and reports, focusing on practical applications as well as theory. Students have the opportunity to gain firsthand experience practicing concepts with useful, hands-on exercises involving relevant, detailed examples and real life business application.

ACC 241 Payroll II. (3) An intermediate payroll course can teach the fundamentals of wage calculation, including employee record management, legal compliance, and payroll tax and deduction processes. The goal of the course is to help learners develop the knowledge they need to manage payroll functions efficiently and accurately. This can help ensure employee satisfaction and compliance with legal standards, while also contributing to broader financial comprehension and operational efficiency.

ACC 245 Payroll III. (3) An advanced payroll course can teach the more complex features of payroll in any work environment. The goal of the course is to help learners develop the knowledge they need to manage payroll functions efficiently and accurately. This can help ensure employee satisfaction and compliance with legal standards, while also contributing to broader financial comprehension and operational efficiency.

ENG 101 Introduction to Business Writing. (3) Introduction to Business Writing introduces foundational knowledge of what business report writing is and leverage effective writing tools to create contract proposals, business plans, executive summaries, recommendation reports, and internal business communications.

INF 105 Digital Literacy I (Microsoft Word). (3) Microsoft Word course will teach students how to use Microsoft Word to create documents, spreadsheets, charts, and graphs. Students also learn how to use formatting tools and create business letters and mail merges.

INF 106 Digital Literacy II (Microsoft Excel). (3) Microsoft Excel course will teach students how to use Microsoft Excel, a spreadsheet and data processing program, to create spreadsheets, budgets, charts, graphs, and formulas. Some courses also teach students how to use other Microsoft Office programs like Word and PowerPoint.

INF 201 Digital Literacy III (Quickbooks). (3) Quickbooks course will teach students how to use QuickBooks Online to manage a business's finances. Students learn how to record income and expenses, enter checks and bank transfers, and set up a chart of accounts. They also learn how to reconcile checking accounts, manage credit card and loan payments, and create and print invoices, receipts, and statements.

MAT 105 Mathematics with Business Applications. (3) This course integrates algebraic concepts, proportions, percents, simple interest, compound interest, annuities, and basic statistics with business/consumer scenarios. It also applies math concepts to the purchasing/buying and selling processes.