



# Payroll Professional Skills Certificate

## Payroll is a high demand career!

The demand for payroll specialists is expected to grow quickly. Payroll requires knowledge in Human Resource functions like benefits, tracking vacation, bonuses and other compensation. Certification through the American Payroll Association (APA) will ensure that your resume stands out!

### Payroll Certifications:

FPC—Fundamental Payroll Certification

CPP—Certified Payroll Professional (with 3 years experience in industry)



**BUSINESS** is Your Future



# Payroll Professional Skills Certificate

The Payroll Professional skills certificate prepares students to become certified and work in the payroll field for small and large organizations or as entrepreneurs within the bookkeeping profession. This certificate also provides a foundation for students to become employed as a payroll professional and obtain the Fundamental Payroll Certification (FPC) or the Certified Payroll Professional (CPP) credential. RCH (continuing education credits) for FPC and CPP available for payroll classes. A certificate is designed to provide career technical skills; it is not equivalent to an associate degree.

## Required Courses:

Code	Title	Units
BUS 0144	Accounting Fundamentals for Business Owners and Entrepreneurs (Formally BUS A)	3
or BUS 0201	Financial Accounting I (Formally BUS 1)	
BUS 0130	Payroll: Essential Laws and Regulations (Formally BUS 11)	3
BUS 0131	Payroll: Taxes, Withholdings, and Payments (Formally BUS 12)	3
BUS 0132	Payroll: Accounting, Management, International Issues and Ethics (Formally BUS 13)	3
	Plus 3 additional units	3
	<b>Total Units</b>	<b>15</b>

## Become certified in one year!

Payroll classes developed with the American Payroll Association (APA). Courses have online options and some are taught in 8 week formats.

## Your Future is **BUSINESS**

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