

Sample Academic Plan: Business- Payroll Professional Skills Certificate

Catalog: 22-23

GE Pattern: N/A

Full Time, Total Units: 15

NOTE: This program roadmap represents one possible pathway to complete the program. Please see a counselor to create an academic plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability. For counseling appointments call (916) 660-7400.

First Year

Semester 1 (9 units)

Course Number	Course Title	Units	Area
BUS 0130	Payroll: Essential Laws and Regulations	3 units	Major
BUS 0131	Payroll: Taxes, Withholdings and Payments	3 units	Major
BUS 0244/BUS 0201	Accting Fundamentals for Bus Owners/Financial Accting I	3 units	Major

Semester 2 (12 units)

Course Number	Course Title	Units	Area
BUS 0232	Payroll: Accting, Management, Intrntnl Issues & Ethics	3 units	Major
BUS 277/BUS/ BUS 95 +159	HR Mngmnt/Ind Study/Intrnshp in Bus + 21 st Cen Skills	3 units	Major