**Certificate of Achievement: Bookkeeping/Payroll Specialist Narrative/LMI**

**Item 1. Program Goals and Objectives**

Successful completion of the Bookkeeping/Payroll Specialist Certificate of Achievement will provide students with the

minimum essential skills in accounting, computerized accounting, business communication, business information

systems, microcomputer spreadsheet, and payroll which are in high demand in today's dynamic workforce.

**Student Learning Outcome:**

* Implement an accounting system [a set of books] for both a service and a retail business structure, using accounting software.
* Apply transaction analysis and input transactions into the accounting system; process the data; prepare financial statements
* Prepare schedules, data analysis, and reports using Spreadsheet software.
* Perform Payroll tasks including data entry, payroll data compilation, paycheck generation, and preparation of taxation reports, within a technological setting.

## Item 2. Catalog Description

Emphasizes basic payroll skills and fundamental entry-level bookkeeping skills necessary in a technology-based environment. Includes payroll data compilation, data entry, wage posts, error reconciliation, and payroll record maintenance. Prepares students to work with computers and other payroll tools to perform basic payroll tasks required in today's technology-based businesses.

Successful completion of the Bookkeeping/Payroll Specialist Certificate of Achievement will provide students with the minimum essential skills in accounting, computerized accounting, business communication, business information systems, microcomputer spreadsheet, and payroll which are in high demand in today's dynamic workforce

## Item 3. Program Requirements

**Certificate of Achievement: Bookkeeping Payroll Specialist**

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| **Requirements** | **Dept. Name/#** | **Class Title** | **Units** | **Proposed Sequence** |
| Required Core  (25 units) | **ACCT 7**  **BUS 183**  **CIS 101**  **BUS 212**  **ACCT 101**  **ACCT 8**  **ACCT 12**  **CIS 133** | Basic Business Bookkeeping  Business Mathematics  Introduction to Business Information Systems  Business Communication  Principles of Accounting I  Payroll  Computerized Accounting  Advanced Microcomputer Spreadsheets Software | **3**  **3**  **4**  **3**  **4**  **4**  **3**  **1** | First Semester  First Semester  First Semester  First Semester  Second Semester  Second Semester  Second Semester  Second Semester |
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## Item 4. Master Planning

## The proposal for the Certificate of Achievement: Bookkeeping/Payroll Specialist is the result of our Business & Technology Advisory Board Committee Meeting in Spring 2017. Participants included accounting faculty, a counselor from the College of Business at San Diego State University (SDSU), community business owners, the VITA Program Coordinator, and former SWC students (now attending SDSU). We focused on a review of all our current accounting programs and certificates with the goal of ensuring that completion of said certificates/programs would result in a well-trained and competitive candidate possessing the desired skillset required in today’s workforce. Our review resulted in our need to create this certificate which will replace our ““Payroll Clerk Certificate of Proficiency”.

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## There is a definite need for well-trained accounting and payroll staff in our community. There is a demand for entry-level accounting clerks, accounts receivable and accounts payable clerks, and bookkeeping professionals in the San Diego area. Accounting clerk positions can earn an annual median wage of $44,616. With more than 15,000 bookkeeping-related positions, we need to provide our students with the skills they need to fill these positions.

## There is also a demand for entry-level payroll and timekeeping clerks in the San Diego area. Payroll/timekeeping clerk positions can earn an annual median wage of $47,653. With more than 2,000 payroll/timekeeping-related positions, we need to provide our students with the skills they need to fill these positions.

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## The Certificate of Achievement: Bookkeeping/Payroll Specialist will give the student the slight advantage of being prepared not only to work in various bookkeeping positions, but also to work in payroll. Payroll is a specialty which requires skills that many bookkeepers do not possess. An individual with bookkeeping skills *and* payroll skills will be much more valuable to the employer, and more likely to earn a higher wage. The need for qualified accounting professionals continues to grow. We need to prepare our students get those jobs.

Student Success is one of the primary goals of our school. Providing students with the tools they need to begin a career in the field of accounting supports that goal. The Certificate of Achievement: Bookkeeping/Payroll Specialist is relevant to our region. The demand for bookkeeping and payroll specialists exists. We need to help our students take advantage of that demand by making sure they have the basic skills necessary to compete for those positions.

## Item 5. Enrollment and Complete Projections



Based on a review of the data provided in Item #5 (Enrollment and Complete Projections) of the Bookkeeping/Payroll Specialist Narrative attached, most of the classes included in the proposed Bookkeeping/Payroll Certificate of Achievement have had enrollments increase between the 16-17 and 17-18 academic years. The only course that decreased slightly, in enrollments, was Acct 8 (Payroll). The reason for that decrease may be because that particular course was not offered, during the regular fall/spring semesters for over a year. With the current and forecasted demand for bookkeepers with specialized skills in payroll preparation, this certificate should prove to be very desirable and enrollments should continue to increase. In an effort to even further increase the enrollments, and ultimately increase completions of this Certificate, it is believed that offering one section of Acct 8 (Payroll Accounting), each semester, will provide students with the opportunity to complete the Bookkeeping/Payroll Specialist Certificate of Achievement within two semesters – start to finish. Increasing completions of all certificates and degrees has become significantly more important with the new Student Success Funding Formula.

## Item 6. Place of Program in Curriculum/Similar Programs

## Once the Certificate of Achievement: Bookkeeping/Payroll Specialist is approved, and active, the current “Payroll Clerk Certificate of Proficiency (02142)” can be inactivated.

## The Certificate of Achievement: Bookkeeping/Payroll Specialist will replace the “Payroll Clerk Certificate of Proficiency (02142)”

## Related programs offered currently by the college are:

## Accounting Associate in Arts Degree (Transfer Preparation) (Major Code: 01110)

## Accounting Associate in Science Degree (Career/Technical Major) (Major Code: 02011)

## Accounting Certificate of Achievement (Career/Technical) (Major Code: 02012)

## Micro Technician Bookkeeper Certificate of Proficiency (Career/Technical) (Major Code: 02320)

## Payroll Clerk Certificate of Proficiency (Career/Technical) (Major Code: 02142)

## Item 7. Similar Programs at Other Colleges in Service Area

## Southwestern College is currently the only Community College located in the South Bay. We are the only Community College within reasonable commuting distance for residents of Chula Vista, Imperial Beach, South San Diego, San Ysidro, National City, and Tijuana, Mexico. Consequently, we are the only community college to offer these career/technical, and transfer preparation accounting programs to meet the needs of our students in the South Bay. Many of our students are financially challenged and must use public transportation. Southwestern college is located within a reasonable commuting distance from their homes.

## Item . LMI

## Labor Market Information (LMI) Occupational Profile

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| **Bookkeeping, Accounting, and Auditing Clerks** |
| **(SOC Code: 43-3031)** |
| **in San Diego County** |

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Employers usually expect an employee in this occupation to be able to do the job after Moderate-term on-the-job training (1-12 months).  
  
San Diego County is the same as San Diego-Carlsbad MSA.

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| **Occupational Wages** | [[Top]](javascript:window.scrollTo(0,0);) |

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| **Area** | **Year** | **Period** | **Hourly Mean** | **Hourly by Percentile** | | |
| **25th** | **Median** | **75th** |
| San Diego-Carlsbad MSA | 2017 | 1st Qtr | $21.91 | $17.22 | $21.45 | $25.68 |

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| **Occupational Projections of Employment (also called "Outlook" or "Demand")** | [[Top]](javascript:window.scrollTo(0,0);) |

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| **Area** | **Estimated Year-Projected Year** | **Employment** | | **Employment Change** | | **Annual Avg Openings** |
| **Estimated** | **Projected** | **Number** | **Percent** |
| San Diego-Carlsbad MSA | 2014 - 2024 | 15,310 | 15,420 | 110 | 0.7 | 160 |

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| **Payroll and Timekeeping Clerks** |
| **(SOC Code : 43-3051)** |
| **in San Diego County** |

Compile and post employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions. May prepare paychecks.

Employers usually expect an employee in this occupation to be able to do the job after Moderate-term on-the-job training (1-12 months) .  
  
San Diego County is the same as San Diego-Carlsbad MSA.

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| **Occupational Wages** | [[Top]](javascript:window.scrollTo(0,0);) |

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| **Area** | **Year** | **Period** | **Hourly Mean** | **Hourly by Percentile** | | |
| **25th** | **Median** | **75th** |
| San Diego-Carlsbad MSA | 2017 | 1st Qtr | $22.97 | $19.11 | $22.91 | $27.36 |

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| **Occupational Projections of Employment (also called "Outlook" or "Demand")** | [[Top]](javascript:window.scrollTo(0,0);) |

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| **Area** | **Estimated Year-Projected Year** | **Employment** | | **Employment Change** | | **Annual Avg Openings** |
| **Estimated** | **Projected** | **Number** | **Percent** |
| San Diego-Carlsbad MSA | 2014 - 2024 | 2,010 | 2,150 | 140 | 7.0 | 68 |