



2023-2024 Certificate

Certificate: PAYROLL ASSISTANT (61-101-3)

Credits: 16 Credits

Description: Earners of the Gateway Technical College Payroll Assistant certificate have demonstrated the ability to compile and record employee time and payroll data. Earners are able to compute and post wages, calculate deductions, and prepare paychecks. They are able to prepare required quarterly and annual federal payroll forms. Earners will be proficient in Excel and QuickBooks. Certificate earners can obtain employment as a payroll clerk, payroll assistant, payroll specialist, or personnel assistant.

Related Program: Accounting

The sequence shown is the recommended path to completion. Courses will be scheduled in the terms indicated here. All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan. Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

REQUIRED COURSES

NOTE: Prerequisites (prereq- before/ coreq-with)

**K-D = Kenosha Days, E-D Elkhorn Days, R-D = Racine Days, O = Online
F=Fall, S=Spring, SU=Summer**

✓	Term One	Cr.	Prerequisite	Corequisite	K-D	R-D	E-D	O
	101-114 Accounting Principles	4			F	F	F	F/S/SU
	101-128 QuickBooks Online	3		101-114 OR 101-112	F	F	F	F/S/SU
	103-143 Computers for Professionals	3			F	F	F	F/S/SU
✓	Term Two	Cr.						
	101-106 Accounting Spreadsheet Apps	3	103-143 OR 103-102		S	S	S	F/S/SU
	101-119 Payroll Accounting**	3			S	S	S	F/S/SU
	Total Credits	16						

NOTES:

- Evening students may earn this certificate at the Kenosha, Elkhorn, and Racine campuses by taking courses in a modified sequence. Please see your academic advisor for details.
- **Students must earn at least a "B" in Payroll Accounting (101-119) to earn this certificate.
- Students who are interested in continuing into the 10-101-1 Accounting program can earn their associate degree by completing an additional 48 credits. Please see your academic advisor for details.

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.