

Santa Ana
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Santa Ana, CA 92705

Colton
851 S. Cooley Dr.
Colton, CA 92324

El Cajon
411 N. Marshall Ave.
El Cajon, CA 92020

THE SUMMIT DIFFERENCE

Payroll, AP/AR & Human Resources



DISCOVER... Powerful Preparation for the World of Business

It is, quite literally, the lifeblood of businesses and companies around the world. The numbers. The accounting. The bottom line. As a professional in the world of accounting, you'll need to bring a level of skill, knowledge, and ability that is undeniable. Not to mention the kind of professionalism and attention to detail that employers expect.

These are exactly the characteristics you'll develop and sharpen as a student in Summit College's Payroll, AP/AR & Human Resources program. While covering a broad range of topics related to business and accounting, you'll also develop the communication, critical thinking, and leadership skills it takes to succeed in the real world.

DISCOVER... A High-Powered Curriculum

The program of study in Summit's Payroll, AP/AR & Human Resources program is designed to prepare you for everything you'll encounter in the professional business setting. You'll benefit from classroom learning guided by successful business professionals, outstanding and modern classrooms and facilities, as well as group projects and hands-on opportunities to apply what you learn in real, meaningful ways. In this program, among other areas, you'll learn...

- Bookkeeping
- Mathematical theory
- Payroll procedures
- Personal finance
- Business law and ethics
- Transaction analysis
- Quick Books
- Source document recognition
- Computerized payroll accounting
- Computational skills

DISCOVER... An Invigorating New Career

In accounting, it's all about the details. Summit's Payroll, AP/AR & Human Resources program will instill that in you so when you go out into the professional world, you'll be recognized as someone who brings true value to any business setting. And here, you'll be able to form the kind of friendships, connections, and relationships that pay dividends throughout your career. Some of the things you'll do in Payroll, AP & AR, and Human Resources include...

- Produce financial records
- Record financial transactions
- Update financial statements
- Check financial records for accuracy
- Help with preparing tax returns

“The training at Summit College gave me the foundation and confidence to go out into the job world and feel that I could do what I was trained to do.”

~Patricia, Summit College Student

Payroll, AP & AR, Human Resources



DISCOVER... Big Success in a Big Field

The field of accounting is among the most important in the world of business and industry. The U.S. Department of Labor projects the employment of accounting assistants to be reduced by 2% through the year 2024. And according to O*Net, the starting salary in 2015 for accounting assistants was \$25,610 in California.

As a graduate of this program, you'll be prepared to work in...

- Tax offices
- Accounting firms
- Small and large organizations
- Auditing firms
- Accounts payable and receivable

<https://www.onetonline.org/link/summary/43-3031.00>

DISCOVER... The Summit Difference

Earning your certificate from Summit's Payroll, AP/AR & Human Resources program will send a signal to the professional world that you're ready to succeed. And you'll have earned that distinction in an environment that offers an impressive level of personalized guidance and support.

- Personal attention from outstanding, accomplished faculty
- A wealth of academic support, free tutoring services, and a Learning Academy open six days a week offering a modern computer lab
- A rich abundance of career service support, including resume assistance, mock interviews and workshops, and externships
- Excellent, modern facilities and resources
- Schedule options that include day, evening, and weekend courses



Discover
Summit Today!

CIMC, Rehab, WIA, EDD approved.
Colton and Santa Ana campuses are approved for VA Education Benefits.
Summit College is accredited by ACCET.
Visit www.summitcollege.edu/disclosures for complete disclosures.

Required Courses:

Course Title/Number		Lecture Hours		Laboratory Hours		Externship Hours		Hours Home Work	Total Hours	
		Clock/10	Credit	Clock/20	Credit	Clock/30	Credit		Clock	Credit
PA5510	Intro. To Accounting/QuickBooks	40	4	40	2		0	27.5	80	6
PA5520	Computer Operations for Payroll	40	4	40	2		0	25	80	6
PA0110	Financial & Managerial Accounting	40	4	40	2		0	21.5	80	6
PA0120	Human Resources	40	4	40	2		0	22.5	80	6
PA0130	Payroll Accounting	40	4	40	2		0	40	80	6
PA0140	Accounts Payable & Accounts Receivable	40	4	40	2		0	16	80	6
CD0110	Career Development	20	2	20	1		0	3	40	3
PA0300	Externship					160	5		160	5
TOTAL		260	26	260	13	160	5	155.5	680	44

*Program availability and shift may vary by location.

Call us at (888) 504-2552 or visit us online at SummitCollege.edu