

Business revolves around numbers. The accounting. The bottom line. When you work in payroll, AP/AR and human resources **you are the heart of business, and it's critical that you have the skills, knowledge and ability for an entry-level position.** A Summit College education gives you that strong foundation you need to succeed.



PAYROLL, AP/AR & HUMAN RESOURCES PROGRAM AT SUMMIT COLLEGE

BENEFITS OF PAYROLL, AP/AR AND HR TRAINING AT SUMMIT COLLEGE

- **Professional faculty focused on your success:** Your instructors have all done the job you're training for and use their experience to prepare you for real-world situations. They'll help you navigate your way through best practices for patient care, giving you confidence to succeed.
- **Comprehensive curriculum:** Learn bookkeeping, payroll procedures, personal finance, business law and ethics, transaction analysis, Quick Books and more—all skills you can use in the real world.
- **Support throughout your program:** Benefit from free tutoring, a Learning Academy with a career lab and career services that include resume assistance, mock interviews and workshops.

WHERE SUMMIT PAYROLL, AP/AR AND HR GRADS CAN WORK

- Tax offices
- Accounting firms
- Auditing firms
- Small and large businesses
- Accounts payable/receivable departments

CAREER OUTLOOK

Payroll clerks and human resources assistants are crucial members of any business.

According to O*NETOnline, the median salary for payroll clerks in 2018 was \$45,050; in California, it was \$50,900.¹

¹ <https://www.onetonline.org/link/summary/43-3051.00#WagesEmployment>

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

— Patricia,
Summit College Student



PROGRAM LOCATION:

San Bernardino, CA
804 East Brier Drive
San Bernardino, CA 92408
855-970-4151

PAYROLL, AP/AR & HUMAN RESOURCES PROGRAM AT SUMMIT COLLEGE



GET READY FOR AN IN-DEMAND PAYROLL, AP/AR & HUMAN RESOURCES CAREER

When you begin your first job in your career field, you'll want to have the confidence and knowledge you need to hit the ground running. At Summit, your education will include group projects and hands-on opportunities to apply what you learn in real, meaningful ways. Among your areas of study, you'll learn:

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

PROGRAM MODULES

Course Number & Title		LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		HOME WORK	TOTAL INSTRUCTIONAL HOURS	
		clock	credit	clock	credit	clock	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
Totals		260	26	260	13	160	5	155.5	680	44

*Courses are currently offered in a format combining On-line distance learning and On-campus classes. *Excludes Externship

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

1639 E. Edinger, Santa Ana, CA 92705 | 804 E. Brier Dr., San Bernardino, CA 92408 | 411 N. Marshall Ave., El Cajon, CA 92020



Summit College is Accredited by the Accrediting Council for Continuing Education & Training.

Summit College is CIMC, Rehab, WIOA, EDD approved. Summit College is eligible to train students utilizing the GI Bill®, Survivors' and Dependents' Educational Assistance Program (DEA/Chapter 35), Reserve Educational Assistance Program (REAP/Chapter 1607), Montgomery GI Bill® - Selected Reserve (MGIB-SR/Chapter 1606), Montgomery GI Bill® - Active Duty (MGIB-AD/Chapter 30), Post-9/11 GI Bill® (Chapter 33), Vocational Rehabilitation and Employment (VR&E) (Chapter 31). † Not all programs are approved for VA funding. Not all programs available at all campuses. Visit www.summitcollege.edu/disclosures for complete disclosures. ‡ GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.