



Payroll Accounting Specialist (PA61)

Description

The Payroll Accounting Specialist Technical Certificate of Credit program provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics and basic computer use.

Employment Opportunities

Graduates of the Payroll Accounting Specialist Certificate program obtain skills necessary for entry-level positions, such as payroll technicians or timekeeping clerks.

Admissions Criteria

- Submit a completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

| Test | Reading | Writing | Numerical | Algebra |
|-----------------------|---------|---------|-----------|---------|
| Accuplacer | 36 | 30 | 23 | NA |
| Accuplacer (Next Gen) | 218 | 222 | 223 | NA |
| Compass | 70 | 32 | 26 | NA |
| SAT | 16 | 15 | 18 | NA |
| SAT | 270 | 280 | 310 | NA |
| ACT | 14 | 13 | 14 | NA |
| ASSET | 37 | 38 | 32 | NA |
| PSAT | 16 | 15 | 18 | NA |
| GED | NA | 145 | 145 | NA |
| TABE | 461 | NA | 442 | NA |

Payroll Accounting Specialist Certificate Curriculum

The curriculum for the Payroll Computerized Accounting Specialist technical certificate of credit program is designed for the semester system. A student may enter the program any semester. To graduate, students must earn a minimum of 17 semester credit hours. The program requires a minimum of 360 contact hours and generally takes 2 semesters to complete.

| Program Courses | Credits |
|---|-----------|
| Occupational Courses | 17 |
| COLL 1010 College and Career Success Skills* (OL) | 3 |
| ACCT 1100 Financial Accounting I* (OL) | 4 |
| ACCT 1105 Financial Accounting II* (OL) | 4 |
| ACCT 1115 Computerized Accounting (OL) | 3 |
| ACCT 1130 Payroll Accounting (OL) | 3 |

*(OL) designation indicates course may be available online during selected semesters. * "C" or higher grade is required for this course.*

Program Costs

Tuition/Fees: \$2,070

Books/Supplies: \$600

(Costs are estimates and are subject to change.)

TOP 10 REASONS

why OTC is the right choice for you!

1. Great-paying careers!
2. Strong **job placement!**
3. Affordable tuition with financial aid options you don't have to pay back!
4. Over 100 majors to choose from!
5. Flexible class scheduling: day, evening, and online classes!
6. Faculty with real-world experience
7. Hands-on learning
8. Small class sizes
9. An Associate's Degree, diploma, or certificate in less 2 years or less!
10. We **GUARANTEE** your education!

GET STARTED TODAY!

1. Select a program! Free career counseling is available.
2. Review the Admissions Checklist and APPLY online at www.ogeecheetech.edu!
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

QUESTIONS:

Contact Admissions at 912.688.6994 or via email at enrollmentservices@ogeecheetech.edu!

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