



**PAYROLL ACCOUNTING SPECIALIST
TWO SEMESTER TECHNICAL CERTIFICATE OF CREDIT**

MAJOR CODE: PA61

REQUIRED CREDIT HOURS: 17

CIP Code:52.0302

Program Description: The Payroll Accounting Specialist technical certificate provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics and basic computer use.

Number	Course Name	Credit Hours	Prerequisites/Corequisites
Technical Courses			
ACCT 1100	Financial Accounting I	4	Pre-req: Program Admission or Advisor Approval
ACCT 1105	Financial Accounting II	4	Pre-req: ACCT1100, Instructor approval for Provisional Students
ACCT 1115	Computerized Accounting	3	Pre-req: ACCT1100, COMP1000
ACCT 1130	Payroll Accounting	3	Pre-req: ACCT1100
COMP 1000	Introduction to Computer Literacy	3	Pre-req: READ0097 or equivalent test score

NOTES: Course descriptions are available in the college catalog which can be found online at <https://www.gptc.edu/catalog>. The curriculum is subject to modification to meet changing conditions.

Estimated Costs

Cost Item	#	Cost
Total Credits (\$89/credit) and Course Fees	17	\$1,598
Semester Fees (\$378/semester)	2	\$756
Books and Materials		\$1,197
Total Estimated Cost		\$3,551

NOTES: Credit cost assumes 15 or less credits per semester and both the credit cost and fees can change over time (see <http://www.gptc.edu/index.html> for latest tuition rate and fees). Books and materials are priced at current rates for new books from the college bookstore.

Gainful Employment Information: No gainful employment information available for this program.

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Georgia Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees, diplomas and technical certificates of credit. Contact the [Commission on Colleges](#) at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College.The Commission should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards. Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Commission on Colleges.