

## CA Payroll Specialist

Payroll Specialists require specific bookkeeping/accounting/payroll training and current computer technology including word processing and spreadsheet programs. The specialist will perform a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances, and processing terminations.

### Career Opportunities

Assistant Payroll Clerk, Payroll Clerk

### Program Learning Outcomes

Students completing this program will be able to:

1. Design and manage business documents using current technology to engage in creative problem solving.
2. Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
3. Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
4. Analyze business issues, interpret financial data and identify economic trends.

### Major: Core and Selective Requirements

| Complete Core Courses, 16.5 units |  | Units     |
|-----------------------------------|--|-----------|
| ACTG 100                          | Accounting Procedures                        | 3 units   |
| ACTG 180                          | Payroll Accounting                           | 1.5 units |
| ACTG 200                          | QuickBooks                                   | 3 units   |
| BUS. 101                          | Human Relations in the Workplace             | 3 units   |
| BUS. 103                          | Introduction to Business Information Systems | 3 units   |
| CBOT 435                          | Spreadsheets                                 | 3 units   |

### Selective Courses, choose a minimum of 1.5 units from the following:

|          |                           | Units     |
|----------|---------------------------|-----------|
| CBOT 470 | Advanced Spreadsheets     | 1.5 units |
| CBOT 472 | Beginning Word Processing | 1.5 units |

