

**PAYROLL ACCOUNTING CLERK
Certificate
Day, Evening and Online**

PROGRAM PLANNING GUIDE

Course Number	Course Title	Class	Hours Per Week		Credits
			Lab	Work/ Clinical	
<u>FIRST SEMESTER</u>					
ACC 120	Prin of Financial Accounting	3	2	0	4
CIS 111	Basic PC Literacy	1	2	0	2
<u>SECOND SEMESTER</u>					
ACC 140	Payroll Accounting	1	2	0	2
ACC 149	Intro to Acc Spreadsheets	1	2	0	2
ACC 150	Accounting Software Appl	1	2	0	2

TOTAL GRADUATION REQUIREMENT 12 SEMESTER CREDIT HOURS

