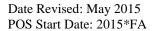
PAYROLL ACCOUNTING CLERK Certificate Day, Evening and Online

PROGRAM PLANNING GUIDE

Course Number		Course Title	Hours Per Week			
			Class	Lab	Work/ Clincal	Credits
FIRST SI	EMEST	<u>ER</u>				
ACC	120	Prin of Financial Accounting	3	2	0	4
CIS	111	Basic PC Literacy	1	2	0	2
SECOND	SEME	<u>STER</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



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