

ACCOUNTING: PAYROLL ACCOUNTING
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 110	Introduction to Computers	3	0	0	3
<u>SECOND SEMESTER</u>					
ACC 140	Payroll Accounting	1	3	0	2
ACC 149	Introduction to Accounting Spreadsheet	1	3	0	2
ACC 150	Accounting Software Applications	1	3	0	2

TOTAL GRADUATION REQUIREMENT 13 SEMESTER CREDIT HOURS

