

Certificate
Accounting Clerk Certificate (CT.BUSAC 70549)

Total Credit Hours: 30
Effective: Fall 2013

Graduation Plan

First Semester			
	Credit Hours	Prerequisites & Co-requisites	Done
*ACC 111 Accounting Concepts	3		<input type="checkbox"/>
*ACC 124 Individual Tax Procedures	3		<input type="checkbox"/>
*CPT 170 Microcomputer Applications	3	Recommended AOT 101, AOT 105, or equivalent	<input type="checkbox"/>
*ENG 155 Communications I	3	ENG 032 and RDG 100	<input type="checkbox"/>
TOTAL	12		

Second Semester

	Credit Hours	Prerequisites & Co-requisites	Done
*ACC 101 Accounting Principles I	3	ACC 111, RDG 100 or equivalent	<input type="checkbox"/>
*ACC 150 Payroll Accounting	3	Co-requisite: ACC 111	<input type="checkbox"/>
*ACC 240 Computerized Accounting	3	ACC 111	<input type="checkbox"/>
*BUS 101 Introduction to Business	3		<input type="checkbox"/>
TOTAL	12		

Third Semester

	Credit Hours	Prerequisites & Co-requisites	Done
*ACC 102 Accounting Principles II	3	ACC 101	<input type="checkbox"/>
*ACC 245 Accounting Applications	3	Co-requisite: ACC 102	<input type="checkbox"/>
TOTAL	6		

* Courses in this program that require a minimum grade of "C."