

Certificate
Accounting Clerk Certificate (CT.BUSAC 70549)

Total Credit Hours: 30
Effective: Fall 2021

Completion Plan

First Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*CPT 170 Microcomputer Applications	3		1 st 8-week
*ENG 155 Communications I OR *ENG 101 English Composition I	3	Co-requisite ENG 032 or equivalent	1 st 8-week
*BUS 101 Introduction to Business	3		1 st or 2 nd 8-week
*ACC 150 Payroll Accounting	3	Co-requisite ACC 111	2 nd 8-week
*ACC 111 Accounting Concepts	3	MAT 033 or equivalent	2 nd 8-week
TOTAL	15		

Second Semester

	Credit Hours	Prerequisites	Recommended Term(s)
*ACC 101 Accounting Principles I	3	ACC 111 Co-requisite ENG 032 or equivalent	1 st 8-week
*ACC 124 Individual Tax Procedures	3		1 st 8-week
*ACC 240 Computerized Accounting	3	ACC 111	1 st 8-week
*ACC 102 Accounting Principles II	3	ACC 101	2 nd 8-week
*ACC 245 Accounting Applications	3	Co-requisite ACC 102	2 nd 8-week
TOTAL	15		

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