

**Certificate**  
**Accounting Clerk Certificate (CT.BUSAC 70549)**

**Total Credit Hours: 30**  
**Effective: Fall 2013**

**Graduation Plan**

<b>First Semester</b>			
	<b>Credit Hours</b>	<b>Prerequisites &amp; Co-requisites</b>	<b>Done</b>
*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"/>
<b>TOTAL</b>	<b>12</b>		

**Second Semester**

	<b>Credit Hours</b>	<b>Prerequisites &amp; Co-requisites</b>	<b>Done</b>
*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"/>
<b>TOTAL</b>	<b>12</b>		

**Third Semester**

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

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