

DURHAM TECHNICAL COMMUNITY COLLEGE

New Fall 2018

PLAN OF STUDY

Effective 2018-2019

**ACCOUNTING AND FINANCE
Payroll Agent Certificate (C25800P)**

The following plan of study is the standard curriculum for the program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact Admissions and Advising Services to determine if readmission is necessary.

Course Title	Hours Class	Hours Lab	Hours Credit	Grade	Semester	Remarks
2 Semesters						
FALL SEMESTER, 2018						
ACC 120 Principles of Financial Accounting*	3	2	4			
CIS 110 Introduction to Computer	2	2	3			
SPRING SEMESTER, 2019						
ACC 140 Payroll Accounting	1	3	2			
ACC 149 Intro to Accounting Spreadsheets	1	3	2			
ACC 150 Accounting Software Applications	1	3	2			

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE 13

*DRE 096, 097, 098; or DMA 010, DMA 020, DMA 030, DMA 040 may be required based on placement test results.

V.A. Students: An approval signature from the V.A. Office is required before registering. Some courses may not be certifiable.