

DURHAM TECHNICAL COMMUNITY COLLEGE PLAN OF STUDY

New Fall 2018  
2 Semesters

**ACCOUNTING AND FINANCE**

Catalog/Academic Year 2019-2020

**Payroll Agent  
Certificate (C25800P)**

**Key to symbols after some courses:**

\*Developmental courses (ENG 002 and/or MAT 003) may be required based on college placement and course requisites.

**FALL SEMESTER 2019**

Course	Hours Class	Hours Lab	Hours Clinical	Hours Credit	Program Remarks	Notes
ACC 120 Principles of Financial Accounting*	3	2	0	4		
CIS 110 Introduction to Computers	2	2	0	3		

**SPRING SEMESTER 2020**

Course	Hours Class	Hours Lab	Hours Clinical	Hours Credit	Program Remarks	Notes
ACC 140 Payroll Accounting	1	3	0	2		
ACC 149 Intro to Accounting Spreadsheets	1	3	0	2		
ACC 150 Accounting Software Applications	1	3	0	2		

**MINIMUM SEMESTER HOURS REQUIRED FOR CERTIFICATE**

**13**

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

*For additional information about requirements and graduation, please refer to the [Curriculum Program Completion and Graduation](#) policy. Program-specific criteria may be found on the respective [Programs](#) page. For questions about this program, consult the Program Director or an advisor for assistance.*