

## CERTIFICATE OF COMPLETION

### **PAYROLL CLERK (2629)**

TOTAL CREDIT HOURS REQUIRED: 28

#### **First Semester**

ACCT 2301 Principles of Accounting I -----3  
COSC 1301 Microcomputer Applications -----3  
\*POFI 1191 Special Topics: Data Entry Technician -----1  
POFT 1321 Business Math -----3  
BUSG 2309 Small Business Management **OR**  
POFT 1301 Business English -----3

#### **Second Semester**

ITSW 1304 Introduction to Spreadsheets-----3  
ACNT 1311 Introduction to Computerized Accounting -----3  
ACNT 1329 Payroll & Business Tax Accounting (Capstone) -----3  
ACCT 2302 Principles of Accounting II -----3  
BNKG 1356 Analyzing Financial Statements -----3

**TOTAL CREDIT HOURS: -----28**

\*Prerequisite(s): Students with fewer than 25 wpm must take POFT 1329.