



PLAN OF STUDY

Payroll Accounting - D25100

The following plan of study is the standard curriculum for the above 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 the Admissions office to determine if readmission is necessary.

Course Title	Hours					Credit	Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact					
1st Term		Fall							
ACA 111	College student Success	1	0	0	1	1			
ACC 120	Prin. of Financial Acct	3	2	0	5	4			
ACC 131	Federal Income Taxes	2	2	0	4	3			
CIS 111	Basic PC Literacy	1	2	0	3	2			
MAT 115	Mathematical Models	2	2	0	4	3			
2nd Term		Spring							
ACC 140	Payroll Accounting	1	2	0	3	2			
ACC 150	Acct Software Apps	1	2	0	3	2			
CTS 130	Spreadsheet	3	2	0	2	3			
MKT 223	Customer Service	3	0	0	3	3			
OST 184	Records Management	2	2	0	4	3			
3rd Term		Summer							
COM 231	Public Speaking	3	0	0	3	3			
BUS 153	Human Resource Mgmt	3	0	0	3	3			
4th Term		Fall							
ACC 132	NC Business Taxes	2	0	0	2	1			
BUS 115	Business Law I	3	0	0	3	3			

Required Courses	36
Major Elective(s)	0
Total Semester Hours Required for Degree	36