

2001 - 2002 Accounting Clerk Certificate

PRE-REQUISITES:

- ACNT 1303 INTRODUCTION TO ACCOUNTING I**
Prerequisite: READ 80 and MATH 80 or equivalent.
- ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I**
Prerequisite: None.
- BUSI 1301 INTRODUCTION TO BUSINESS**
Prerequisite: None.
- ENGL 1312 BUSINESS WRITING**
Prerequisite: Placement based on placement test scores or successful completion of ENGL 81.
- BNKG 1301 MONEY AND BANKING**
Prerequisite: None.
- ACNT 1304 INTRODUCTION TO ACCOUNTING II**
Prerequisite: ACNT 1303.
- ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING**
Prerequisite: ACNT 1303, ITSC 1309 OR COSC 1301.
- ACNT 1329 PAYROLL & BUSINESS TAX ACCOUNTING**
Prerequisite: ACNT 1303.
- ITSW 1304 INTRODUCTION TO SPREADSHEETS**
Prerequisite: ITSC 1309 or COSC 1301.
- HRPO 1311 HUMAN RELATIONS**
Prerequisite: None.
- BMGT 2168 CAPSTONE: BUSINESS ADMINISTRATION PRACTICUM**
Prerequisite: Approval of Practicum Coordinator.