

BUSINESS ADMINISTRATION

ACCOUNTING CLERK

Certificate of Completion – 40-45 credits

CERTIFICATE AS AWARDED ON TRANSCRIPT

Certificate of Completion, Accounting Clerk

PROGRAM DESCRIPTION

COCC's Accounting Clerk certificate is designed to give students a foundation for careers in clerical accounting. All coursework may be applied to an Associate of Applied Science (AAS) Business degree.

COST OF PROGRAM

Standard tuition, student fees and textbooks.

PROGRAM PREPARATION AND PREREQUISITES

Recommended

- High school diploma or GED
- Minimum placement scores resulting in WR 121 placement or completion of WR 065/095 ("C" or better)
- Minimum placement scores resulting in MTH 065 placement or completion of MTH 060 ("C" or better)

MINIMUM GPA OR GRADE REQUIREMENTS

All required courses must be completed at a "C" grade or better and graduates must have an overall 2.0 GPA or higher.

REGISTRATION INFORMATION

The required courses for the certificate are listed below under Program Requirements. Students should consult their advisor if they have transfer credits, are not able to attend full time, or are not at college level in reading, writing and math.

PROGRAM STANDARDS

Academic dishonesty will not be tolerated and can result in the offending student being dropped from the program. Students wishing reinstatement must seek endorsement from the department chair after completing a progressive review.

TRANSFER INFORMATION

This certificate is designed for students planning to enter their chosen career upon graduation. Often only selected credits are considered transferrable to public or private baccalaureate institutions.

PROGRAM REQUIREMENTS

The following is a suggested course of study for students interested in pursuing an Accounting Clerk certificate and will depend on course availability. A recommended sequence of the courses required for this certificate is listed below.

First term

BA 101	Introduction to Business	4
BA 104	Business Math	3
BA 111	Applied Accounting I	3
CIS 120	Computer Concepts or Computer Competency Test	0-4

Second term

BA 112	Applied Accounting II	3
BA 178 or BA 285	Customer Service Business Human Relations	3
CIS 131	Software Applications	4
WR 121	Academic Composition	4

Third term

BA 113	Applied Accounting III	3
BA 177	Payroll Accounting	3
BA 229	QuickBooks	3
BA Elective	(Any BA prefix)	3-4
CIS 125E	Excel	4