

BA 177	Payroll Accounting	3
BA 178	Customer Service	3
or BA 285	Business Human Relations	
BA 229	QuickBooks	3
BA Elective (any BA prefix)		3-4
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
CIS 125E	Excel	4
CIS 131	Software Applications	4
WR 121	Academic Composition	4
Total Credits		40-45

ADVISING NOTES

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.

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.

Accounting Clerk Certificate of Completion

PROGRAM DESCRIPTION

The 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.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirements

- Recommended:
 - High school diploma or GED
 - Minimum placement scores resulting in WR 121 Academic Composition placement or completion of WR 065 Rhetoric/Critical Thinking II/WR 095 Basic Writing II ("C" or better)
 - Minimum placement scores resulting in MTH 065 Algebra II placement or completion of MTH 060 Algebra I ("C" or better)

PROGRAM PERFORMANCE STANDARDS

Academic Requirements

- Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
- All courses in the program must be completed with a grade of C or higher.

PROGRAM COURSE REQUIREMENTS

BA 101	Intro to Business	4
BA 104	Business Math	3
BA 111	Applied Accounting I	3
BA 112	Applied Accounting II	3
BA 113	Applied Accounting III	3