

## Accounting Clerk Certificate

This certificate can be completed in one semester. Students should consult with an advisor concerning other schedule layouts. Not all courses are offered every semester.

<b><u>Course</u></b>	<b><u>Credits</u></b>
<b><u>First Semester</u></b>	
ACC 121 Accounting Principles I	4
ACC 138 Payroll and Sales Tax	3
BUS 115 Intro to Business	3
BTE 100 Computer Keyboarding or faculty advisor approved elective*	1
BTE 108 Ten-Key by Touch or faculty advisor approved elective*	1
CIS 118 Intro to PC Apps	3
	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 14-15 cr.
<b><u>Second Semester</u></b>	
ACC 122 Accounting Principles II	4
ACC 135 Spreadsheet Applications for Accounting	3
Faculty Advisor Approved Elective*	3
ACC 245 Computerized Accounting	3
BUS 116 Personal finance or faculty advisor approved elective	3
	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 16 cr.

\*Recommended Electives: