

## Bookkeeping 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.

### Course

### Credits

#### First Semester

ACC 101 Fundamentals of Accounting	3
OR	
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
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	14-15 cr.