

Accounting Clerk Certificate in Business

Entrance Requirements:

Acceptable ASSET or COMPASS score.

Type of Program:

Day or evening.

Type of Degree:

Certificate

Employment Opportunities:

Any business organization, profit or not-for-profit, requiring financial recordkeeping.

- This certificate provides training in the recordkeeping function of a business.
- Students must receive a grade of “C” or higher in all courses to be eligible for graduation.
- Courses must be completed within five years or by special permission from the department head.
- This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Recommended Program Schedule***First Semester***

ACC 101 Accounting Principles I**	3.0
CPT 101 Introduction to Computers**	3.0
AOT 145 Office Math Applications*****	3.0

Second Semester

ACC 150 Payroll Accounting*****	3.0
ENG 165 Professional Communications*/*****	3.0

Total credit hours **15.0**

*General Education course.

**Offered Fall, Spring, and Summer semesters.

*****Offered Fall and Spring semesters,
not Summer Semester.