ACCOUNTING CLERK - ONE-YEAR CERTIFICATE OF COMPLETION (CC1)

Description

The Accounting Clerk One-Year Certificate of Completion is designed to give students a foundation for careers in clerical accounting. All coursework may be applied to the Associate of Applied Science in Business Administration.

Program Learning Outcomes

Upon successful completion of the program, students will be able to:

1. Apply effective written and verbal communication skills individually and in groups.
2. Apply analytical, technology, and reasoning skills relevant to the profession.
3. Apply appropriate ethical choices on both a professional and personal level.
4. Demonstrate an understanding of accounting terminology.
5. Perform basic accounting functions, such as complete steps in the accounting cycle, prepare financial statements, and document transactions.

Entrance Requirements

Academic Entrance Requirements

Recommended:

- High school diploma or GED
- Completion of WR 065 Rhetoric and Critical Thinking II (or higher) or minimum placement Wr/Comm Level 7
- Completion of MTH 060 Beginning Algebra (or higher) or minimum placement Math Level 10

Course Requirements

Course	Title	Credits
BA 101	Introduction 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
BA 177	Payroll Accounting	3
BA 178 or BA 285	Customer Service or Business Human Relations	3
BA 214	Business Communications	3
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
Total Credits		**39-44**

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 transferable to public or private baccalaureate institutions.

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.
- Additional Requirements:
  - 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.

Sample Plan

First Year

Fall		Credits
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
	Credits	**10-14**
Winter		
BA 112	Applied Accounting II	3
BA 178 or BA 285	Customer Service or Business Human Relations	3
BA 214	Business Communications	3
CIS 131	Software Applications	4
	Credits	**13**
Spring		
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
	Credits	**16-17**
	Total Credits	**39-44**