



Summer 2017

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**Accounting Clerk**  
**Certificate of Proficiency**  
**15 Credits**

Students will learn the basic of accounting, business math, and computer technologies to start their way toward a job as an accounting clerk. Students must complete all required Accounting classes with a grade of 2.0 or higher. Students must earn a cumulative G.P.A. of 2.0 or higher.

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<u>Dept./No.</u>	<u>Course Title</u>	<u>Credits</u>
<b>Core Requirements</b>		
* ACCT 110	Practical Financial Accounting 1	5
BTAC 100	Fundamentals of Computers	5
BTAC 110	Business Math Applications	5

\* ACCT& 201, *Principles of Accounting I*, may be substituted for ACCT 110.