

# ACCOUNTING CLERK (CERTIFICATE OF COMPLETION)

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## Courses by Quarter

A cumulative GPA of 2.0 is required in order to earn a certificate or degree and a "C" or better is required in all ACCT courses. A "C" or better must also be earned in all prerequisite ACCT courses.

## Courses by Quarter

Code	Title	Credits
<b>Quarter 1</b>		
Transition Studies		
<b>Quarter 2</b>		
MATH 092 or ABE 065	Mathematical Reasoning Contextualized Math II	5
ENGL 090 or ENGL 095	Integrated Reading and Writing I Integrated Reading and Writing II	5
CCS 101	Pathways to Success	3
<b>Quarter 3</b>		
BUS 104 or CMATH 146	Business Math Clippers Introduction to Statistics	5-7
ENGL 098 or ENGL& 101	Transitional English Composition English Composition I	5
OFTEC 108 or OFTEC 100	Introduction to Microsoft Office Introduction to Computer Concepts & Applications	5
<b>Quarter 4</b>		
ACCT& 201	Principles of Accounting I	5
OFTEC 141 or OFTEC 136	Microsoft Excel Microsoft Word I	5
BUS& 101	Introduction to Business	5
<b>Quarter 5</b>		
ACCT 206	General Ledger Computerized Accounting	3
OFTEC 141 or OFTEC 136	Microsoft Excel Microsoft Word I	5
ACCT& 202	Principles of Accounting II	5
<b>Quarter 6</b>		
ACCT 239	Payroll Accounting and Business Taxes	5
OFTEC 260	Business Communication	5
ACCT& 203	Principles of Accounting III	5
<b>Quarter 7</b>		
CMST& 210 or CMST& 230	Interpersonal Communication: Diversity Small Group Communication: Diversity	5