



ACCOUNTING CLERK CERTIFICATE

(48 credits)

2016-2017

Courses Offered by Term	Required Courses	Course Title	Credits
Summer Term			
Summer	<input type="checkbox"/> BA 111	Introduction to Accounting	3
Fall Term:			
Fall	<input type="checkbox"/> BA 101	Introduction to Business	4
Fall	<input type="checkbox"/> CAS 121 - OR - CAS 122	Beginning Keyboarding ² - OR - Keyboarding for Speed & Accuracy	3
Fall	<input type="checkbox"/> Business Elective	Business Program Elective	3
Fall	<input type="checkbox"/> Acct. Clerk Economics Elective	Accounting Clerk Economics Elective ³	4
Winter Term:			
Winter	<input type="checkbox"/> BA 131	Introduction to Business Technology	4
Winter	<input type="checkbox"/> BA 211	Principles of Accounting I	3
Winter	<input type="checkbox"/> BA 285	Human Relations in Organizations	3
Winter	<input type="checkbox"/> WR 121	English Composition	4
Winter	<input type="checkbox"/> Acct. Clerk CAS Elective	Accounting Clerk CAS Elective	3
Spring Term:			
Spring	<input type="checkbox"/> BA 177	Payroll Accounting	3
Spring	<input type="checkbox"/> BA 205	Business Communications	4
Spring	<input type="checkbox"/> BA 212	Principles of Accounting II	3
Spring	<input type="checkbox"/> BA 228	Computer Accounting Applications	3
Spring	<input type="checkbox"/> OS 131	10-Key on Calculators	1

¹ Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective and start the accounting series with BA 211 in the second term. Approved business electives are listed on the next page.

² Students who can touch type more than 40 words per minute should substitute an approved business elective

³ Students considering the Associate of Applied Science Accounting Degree are recommended to take EC 201 or EC 202

Approved Business Program Electives:

BA 188	Customer Service Skills	CAS 109	Digital Presentations
BA 203	Introduction to International Business	CAS 122	Keyboarding for Speed & Accuracy
BA 206	Management Fundamentals	CAS 123	Production Keyboarding
BA 207	Introduction to International Business	CAS 133	Intro to Office Software
BA 213	Principles of Accounting III	CAS 140	Beginning Databases
BA 215	Basic Cost Accounting	CAS 170	Beginning Spreadsheets using Excel
BA 222	Financial Management	CAS 216	Beginning Word
BA 223	Principles of Marketing	CAS 217	Intermediate Word
BA 224	Intro to Human Resource Management	CAS 231	Desktop Publishing
BA 226	Business Law I	CAS 246	Integrated Computer Projects
BA 238	Principles of Sales	CAS 270	Intermediate Spreadsheets using Excel
BA 239	Advertising	OS 240	Filing & Records Management
BA 242	Introduction to Investments		
BA 249	Principles of Retailing & E-tailing		
BA 250	Small Business Management		
BA 256	Income Tax		
BA 280A	CE: Business Experience		
BA 280B	CE: Business Experience-Seminar		

Approved Accounting Clerk CAS Electives (Choose a minimum of 3 credits):

CAS 170	Beginning Excel
CAS 216	Beginning Word
CAS 217	Intermediate Word
CAS 270	Intermediate Spreadsheets using Excel

Approved Accounting Clerk Economics Electives (Choose a minimum of 4 credits):

EC 200	Principles of Economics: Introduction, institutions, & Philosophies
EC 201	Principles of Economics: Microeconomics
EC 202	Principles of Economics: Macroeconomics

Comprehensive Certificate Requirements & Limitations:

- All candidates for a certificate must have at least a 2.0 minimum cumulative grade point average ("C" average).
- Credit courses, numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- At least 12 credits must be earned at CGCC, **nine** of which must apply to the certificate requirements. The final **9** credits must be earned at CGCC.
- A maximum of 12 credits of "P" (pass) grades will apply to any one-year certificate. Some certificate requirements may vary and will be listed in that specific certificate.
- No more than 12 credits of Cooperative Education courses may apply to any one-year certificate.
- Only nine credits of 199 and 299 experimental courses apply.

This form is intended for advising purposes only. See your declared catalog for a complete list of degree requirements.

Columbia Gorge Community College is an equal opportunity educator and employer.