ACCOUNTING / BOOKKEEPING CERTIFICATE
(50 Quarter Credits)
2023-2024

Program Prerequisites:
- Placement into MTH 65 Beginning Algebra or MTH 98 Quantitative Math (4 credits)
- IRW 115 Critical Reading and Writing (5 credits) or WR 115 Introduction to Expository Writing (4 credits) or equivalent placement

Coursework:

Course Number	Course Title	Prereqs	Credits
Fall Term			16-22
BA 101	Introduction to Business	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98	4
BA 104	Applied Business Math	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98	4
BA 211	Principles of Accounting I	Rec: place into MTH 65 Prerequisites: WR 115 or IRW 115 or place	4
BA 224	Introduction to Human Resource Management	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98	3
CAS 121 (fall) or CAS 122 (winter)	Beginning Keyboarding [1] or Keyboarding for Speed and Accuracy [1]	Rec: Place into IRW 115 or WR 115; CAS 103W	3
CAS 170 (fall) or CAS 270 (winter)	Beginning Spreadsheets using Excel or Intermediate Spreadsheets using Excel	Rec: place into IRW 115 or WR 115, and MTH 65 or MTH 98	3
OS 131	10-Key for Business	place into MTH 65 or MTH 98	1
Winter Term			13-19
BA 131	Introduction to Business Technology	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98. CAS 121 or keyboarding by touch	4
BA 212	Principles of Accounting II	BA 211	2
BA 285	Human Relations in Organizations	IRW 115 or WR 115 or place; place into MTH 65 or 98. Rec: pre/co: WR 121 and BA 101	3
WR 121 or WR 121Z	Composition I	IRW 115 or WR 115 or equiv placement	4
Spring Term			15
BA 170	Project Management Fundamentals	BA 104 and BA 131	4

Updated 7.10.23

BA 205	Business Communication	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98 Rec: WR 121; BA 131 or CAS 133; BA 101	4
BA 228	QuickBooks for Business	BA 111 or 211. Rec: BA 104, CAS 133	3
OS 240	Records and Information Management	Rec: Word processing and spreadsheet skills	4
		Total Quarter Credits	50

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 nine 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.

Updated 7.10.23