## Bookkeeping Clerk Certificate

Program Start: Fall and Spring Program Length: 3 Quarters Prerequisites: Yes Total College Credits: 38

Successful completion of MAT 092 and ENG 091 or equivalent or instructor’s permission.

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| High School | College |
| Core Math Credit | Electronic Business Math – ACTG 120 (2 credits)  Principles of Accounting I – ACCT& 201 (5 credits) Principles of Accounting Lab I – ACTG 211 (2 credits) |
| CTE Credits/Optional Elective | College Success for All – COLL 102 (3 credits) Bookkeeping I – ACTG 110 (4 credits) Bookkeeping II – ACTG 115 (4 credits) Accounting Spreadsheets I – ACTG 135 (5 credits) Accounting Digital Office – ACTG 137 (5 credits) Quickbooks – ACTG 145 (5 credits)  Payroll & Business Taxes – ACTG 160 (5 credits) |