Business Compute Information Systems/Business Education
APPLICATION FOR CERTIFICATE IN
ACCOUNT CLERK
CATALOG YEAR: **2008 - 2009**

STUDENT NAME AS IT SHOULD APPEAR ON CERTIFICATE (Please print):

STUDENT: _____

SEND CERTIFICATE TO:

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: ( ) _____ STUDENT ID: _____

==========

COURSE #	COURSE TITLE	UNITS	GRADE	SEM/YR	IP
ACCT 20	Introduction to Accounting	2-3	_____	_____	_____
or ACCT 128	Bookkeeping				
ACCT 100	QuickBooks Pro – Computerized Accounting	2	_____	_____	_____
BCIS 20	Keyboarding or competency of 35 wpm	1	_____	_____	_____
BCIS 46	Electronic Calculator	2	_____	_____	_____
BCIS 85	Microsoft Excel	3	_____	_____	_____
BCIS 13	Business Communications	3	_____	_____	_____
BCIS 80	Introduction to Computer Applications	3	_____	_____	_____
BCIS 70 C-F	Soft Skills Training (.25 unit each)	1	_____	_____	_____

Total Core Course Requirements: 17 - 18

Minimum keyboard proficiency for a Certificate is 35 wpm on a three-minute timing with 3 or fewer errors.

To obtain this certificate:

1. Complete 17-18 units of coursework with a grade of C or better.
2. Meet with your course advisor to review your eligibility.
3. Have the advisor sign and then return this form to Wendy Bocast, BE 128.
4. Your certificate will be mailed to you upon grade verification.

==========

WAIVERS & SUBSTITUTIONS

COURSE	UNITS	SCHOOL	REASONS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

==========

FACULTY ADVISOR VERIFICATION

Please check off:

☐ Major GPA (2.00+) ☐ Cumulative GPA (2.00+) ☐ Keyboarding Proficiency

Faculty Advisor's Signature_____ Date_____

Department Chairperson's Signature_____Date_____