



COASTAL ALABAMA

COMMUNITY COLLEGE

ACCOUNTING CLERK - STC ACC

Short Term Certificate

Program Locations: Bay Minette, Brewton, and Online

Length: Two Semesters

This is a training certificate program designed to provide students with the opportunity to acquire and/or enhance their knowledge and skills for employment or in the current career field.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

AREA V: Pre-Professional, Major, and Elective Courses

BUS 146 – Personal Finance	3
BUS 215 – Business Communications	3
BUS 241 – Principles of Accounting I	3
BUS 242 – Principles of Accounting II	3
BUS 263 – The Legal and Social Environment of Business	3
BUS 275 – Principles of Management	3
OAD 218 – Office Procedures	3
OAD 243 – Spreadsheet Applications	3
Total Hours	24 SH