LAMAR COMMUNITY COLLEGE

2401 South Main Street ■ Lamar, Colorado 81052
Phone 719.336.2248 ■ **Fax** 719.336.2448 ■ **Admissions** 719.336.1590
Member of Colorado Community College System **www.lamarcc.edu**

Lamar Community College

Certificate plan

Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Bookkeeping Clerk

2011-2012 Certificate Completion Plan

Total certificate hours: 19

Name	**Home Phone**
Address	**Work Phone**
City, State, Zip	**Fax:**
Employer	**Email**
Previous Degree	**Student No.**

Required Courses: (13 credits)		Semester Planned	Grade/Date Achieved
ACC 115	Payroll Accounting (3)		
ACC 121	Accounting Principles I (4)		
BUS 115	Introduction to Business (3)		
CIS 118	Introduction to PC Applications (.5)		
Electives: (6 credits)			
Select six credits from the following:			
ACC 125	Computerized Accounting (3)		
ACC 140	Accounting Software (1)		
BTE 100	Computer Keyboarding (1)		
BTE 102	Keyboarding Applications I (2)		
BTE 108	Ten-Key by Touch (1)		
CIS 110	Introduction to the PC (1)		
CIS 155	PC Spreadsheet Concepts: MS Excel (3)		

Student Signature	Date	Advisor Signature	Date