

ACCOUNTING CLERK, CERTIFICATE

Program Code: CC.ACNTGCLERK

Curriculum includes basic bookkeeping and accounting, including manual and computerized data entry, transaction analysis, preparation of financial statements and other related tasks.

For information contact Dr. Joan San-Claire, joan.san-claire@clackamas.edu

Outcomes

Related Instruction Outcomes

Computation

- 1 course - MTH-050 Technical Mathematics I or higher
- Use appropriate mathematics to solve problems

Communication

- 1 course - WR-121Z Composition I
- Read actively, think critically, and write purposefully and capably for professional audiences

Human Relations

- 1 course - BA-285 Human Relations in Business
- Engage in ethical communication processes that accomplish goals

Program Outcomes

Upon successful completion of this program, students should be able to:

- organize, analyze, record, and report financial events by applying the principles, standards, and practices of general, financial, and payroll accounting;
- capably use basic business and accounting computerized tools and systems;
- comprehend overall business environments and influences on financial situations, such as economic events.

Requirements

Fall Term		Credits
BA-101	Introduction to Business	4
BA-111	General Accounting I	3
BA-131	Introduction to Business Computing	4
MTH-050	Technical Mathematics I ¹	4
Credits		15
Winter Term		
BA-112	General Accounting II	4
BA-177	Payroll Accounting	3
CS-135S	Microsoft Excel	3
WR-121Z	Composition I	4
Electives (p. 1)		1-4
Credits		15-18
Spring Term		
BA-211	Financial Accounting	4

BA-228	Computerized Accounting	3
BA-285	Human Relations in Business	4
EC-201	Principles of Economics: Micro	4
Credits		15
Total Credits		45-48

¹ or higher, based on advising placement. Substitute college transfer courses for these courses if you plan to continue your education at a higher education institution. It is recommended that you consult with a faculty or academic advisor for the transfer requirements of the specific advanced program or school.

Courses in this program can be applied to satisfy elective requirements in the **Business AAS**

Electives

Any **BA** or **BT (p. 1)** course not included in the program or FYE-101 First Year Experience Level I or LIB-101 Introduction to Library Research

Careers

Career opportunities include:

- accounts payable or receivable clerk
- payroll clerk
- bookkeeper for small and medium-sized service businesses