

# 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.

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## Outcomes

### Related Instruction Outcomes

#### Computation

- 1 course - BA-104 Business Math
- Use appropriate mathematics to solve problems

#### Communication

- 1 course - WR-121 English Composition
- 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:

- meet the financial needs and objectives of external stakeholders and/or clients, including preparing and interpreting basic financial reports and statements, and communicating verbally and in writing performance results and recommendations;
- capably use basic business and accounting computerized tools and systems;
- organize, analyze, and record financial events by applying the principles, standards, and practices of accounting in the areas of financial accounting and payroll;
- comprehend overall business environments and aspects that inform financial situations, including economic events.

## Requirements

| Course              | Title                                                                  | Credits   |
|---------------------|------------------------------------------------------------------------|-----------|
| <b>First Term</b>   |                                                                        |           |
| BA-101              | Introduction to Business                                               | 4         |
| BA-104              | Business Math                                                          | 3         |
| BA-111              | General Accounting I                                                   | 3         |
| WR-121              | English Composition                                                    | 4         |
| <b>Credits</b>      |                                                                        | <b>14</b> |
| <b>Second Term</b>  |                                                                        |           |
| BA-112              | General Accounting II                                                  | 4         |
| BA-131              | Introduction to Business Computing                                     | 4         |
| BA-156<br>or EC-201 | Business Forecasting <sup>1</sup><br>or Principles of Economics: MICRO | 3-4       |

| Course                               | Title                       | Credits      |
|--------------------------------------|-----------------------------|--------------|
| BA-177                               | Payroll Accounting          | 3            |
| <b>Credits</b>                       |                             | <b>14-15</b> |
| <b>Third Term</b>                    |                             |              |
| BA-211                               | Financial Accounting        | 4            |
| BA-228                               | Computerized Accounting     | 3            |
| BA-285                               | Human Relations in Business | 4            |
| CS-135S                              | Microsoft Excel             | 3            |
| <b>Electives (p. 1)</b> <sup>1</sup> |                             | 3-2          |
| <b>Credits</b>                       |                             | <b>17-16</b> |
| <b>Total Credits</b>                 |                             | <b>45</b>    |

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

- <sup>1</sup> Students who take BA-156 Business Forecasting must complete 3 elective credits. Students who take EC-201 Principles of Economics: MICRO must complete 2 elective credits.

## Electives

Any **BA** or **BT** (p. 1) course not included in the program.

## Careers

Career opportunities include:

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