

BUSINESS MANAGEMENT: ACCOUNTING CLERK - CERTIFICATE

Certificate

General Business Advising and Information

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Students who want a career that provides opportunities for growth will find Accounting Clerk certificate a great option. Each term of the program provides additional skills preparing students for entry-level positions. Skills from data entry, use of basic accounting systems, business terminology, payroll processing, technology, and spreadsheets are a few of the skills taught to prepare students for job opportunities.

Students completing the Accounting Clerk Certificate program can continue on to the Business Management: Accounting AAS degree program to expand their knowledge and skills. Please note: All core (BA) courses must be completed within 5 years of starting the program.

Program Outcomes

At the completion of this program, students should be able to:

- Demonstrate skills in basic data entry and database management
- Apply knowledge of basic accounting systems in business situations
- Communicate using business terminology
- Demonstrate knowledge of payroll processing, terminology and spreadsheets

Note: Students must earn a grade of "C" or higher in all accounting classes in order to be awarded an Accounting Clerk certificate.

General education courses (such as math, writing, health, etc.) can be taken during any term, or before starting the program.

First Quarter

Fall		Credits
BA101Z	Introduction to Business ★	4
BA131	Introduction to Business Computing ★	4
BA111	Introduction to Accounting ★	4
BA218	Personal Finance ★	3
Credits		15

Second Quarter

Winter		Credits
BA211Z	Principles of Financial Accounting ★	4
BA177	Payroll Accounting ★	3
BA205	Business Communications ★	4
BT210ZEC	Excel - Level III	1
WR121Z	Composition I ★	4
Credits		16

Third Quarter

Spring		Credits
BA213Z	Principles of Managerial Accounting ★	4
BA215	Data Analytics for Accounting	3
BA224	Human Resource Management ★	3
BA228	Computer Accounting Applications ★	3
HUM202	Ethics in the Workplace ★🌐	3
Credits		16
Total Credits		47