ACCOUNTING CLERK (CP) (PLAN CODE: ATBACC45)

Academic Plans, known as programs, include an overview description and a summary of program requirements. You can search the online catalog via the Academic Plan links on the right for a desired program or a specific course information.

Code	Title	Credits/ Units
General Education Requirements		
Communication Skills (minimum 3 credits/units required)		
ENGL& 101	English Composition I	5
Computational Skills (minimum 3 credits/units required)		
BUS 102	Business Math Applications	5
Human Relations (minimum 3 credits/units required)		
BUS 148	Business Professional Self Development	3
Business Core Courses		
ACCT 129	Basic Accounting Procedures	5
BUS& 101	Introduction to Business	5
BUS 150	Computer Business Applications	5
ECON 101	Introduction to Economics	3
Major Area Requirements		
ACCT 136	Accounting Applications	3
BUS 130	Computerized Accounting	3
BUS 169	Introduction to Excel	3
COLL 101	College Essentials: Introduction to Clark	2
Additional electives from ACCT/BUS/ECON/MGMT to meet min. credit requirement		3
Total Credits/Units		**45**

Program Outcomes

Program outcomes are overarching skills that are emphasized and reinforced throughout several courses in a specific program; they are measurable statements that define what students should know or be able to do by the end of a certificate or degree at Clark College. After successful completion of this program, students will be able to:

- Articulate well-considered ideas and written claims to an academic audience, using effective rhetorical techniques, properly credited evidence, and a command of Standard English. (GE)
- Demonstrate interpersonal/human relations skills. (GE)
- Demonstrate and clearly explain an effective strategy to solve a quantitative problem. (GE)
- Perform all steps of the accounting cycle, using both general and specialized journals.
- Accurately prepare financial statements for sole proprietorships, partnerships, and corporations.
- Accurately prepare and maintain payroll records required under federal and state laws.

Program maps are a suggested academic plan and should not be used in the place of regular academic advising appointments. Your student entry method, placement, course availability, and program requirements are subject to change and transfer credit(s)/unit(s) may change your map/plan.

To view the current suggested map for your program please visit our website https://programmap.clark.edu/academics (https://programmap.clark.edu/academics/)