

ACCOUNTING CLERK (CP)

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

This Accounting Clerk certificate is designed to prepare the student for an entry-level position as an accounting clerk or bookkeeper. The student records transactions and prepares the basic essential financial statements which contribute to vital operational policies and decisions. Student learning takes place in both manual and computerized environments.

Students must complete all specifically listed courses in Major Area Requirements with a minimum grade of "C" or better in order to successfully complete the program and earn the award.

Consult with a business academic advisor for recommended course, program planning.

Code	Title	Credits/ Units
General Education Requirements		
<i>Communication Skills</i>		
BTEC 106	APPLIED OFFICE ENGLISH	3-5
or ENGL&101	ENGLISH COMPOSITION I	
Subtotal		3-5
<i>Computational Skills</i>		
BUS 102	BUSINESS MATH APPLICATIONS	5
Subtotal		5
<i>Human Relations</i>		
BTEC 148	BUSINESS PROFESSIONAL SELF DEVELOPMENT	3
Subtotal		3
Business Core Courses		
BUS 028	BASIC ACCOUNTING PROCEDURES	3
BUS& 101	INTRODUCTION TO BUSINESS	5
BTEC 100	KEYBOARDING	3
BTEC 150	COMPUTER BUSINESS APPLICATIONS	5
ECON 101	INTRODUCTION TO ECONOMICS	3
MGMT 101	PRINCIPLES OF MANAGEMENT	3
Major Area Requirements		
BUS 029	BASIC ACCOUNTING PROCEDURES	3
BUS 036	ACCOUNTING APPLICATIONS	3
BUS 130	COMPUTERIZED ACCOUNTING	3
BUS 199	COOPERATIVE WORK EXPERIENCE ¹	1-5
BTEC 135	10-KEY CALCULATOR	1
BTEC 170	EXCEL FOR BUSINESS ²	3
CMST&220	PUBLIC SPEAKING	5
Total Credits/Units		56-58

¹ Minimum of 5 credits/units must be earned in Cooperative Work Experience.

² Prior completion of BTEC 169 or instructor permission required.

To learn more about this program's employment outlook, approximate cost and potential careers, please visit the Gainful Employment Program

Information page (<http://www.clark.edu/academics/catalog/gainful-employment/505A/Gedt.html>).

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)
- Accurately prepare, interpret, and analyze financial statements for service and merchandising businesses manually as well as using computer systems.
- Perform all steps of the accounting cycle, using both general and specialized journals.
- Accurately create and maintain payroll records required under federal and state laws.