

# Entry-Level Accounting Clerk Certificate

## Overview

This career pathways certificate in Entry-Level Accounting prepares individuals for entry-level employment in the Accounting field. The course work includes instruction in foundational skills in accounting and bookkeeping.

## Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Communicate effectively using standard accounting terminology.
2. Apply accounting procedures and practices using computer software.

<b>Career Pathway Certificate: Entry-Level Accounting Clerk</b>			
	<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
<b>YEAR 1</b>	BA 211, 4 CR, Principles of Accounting I	BA 212, 4 CR, Principles of Accounting II	BA 228, 4 CR, Comp. Accounting Applications-Quickbooks
	BA 101, 4 CR, Introduction to Business		
	<b>8 Credit Total</b>	<b>4 Credit Total</b>	<b>4 Credit Total</b>
			<b>Total Credits: 16</b>

<b>CPC: Entry-Level Accounting Clerk</b>	<b>CR</b>
BA 101: Intro to Business <sup>F</sup>	4
BA 211: Principles of Accounting I <sup>F</sup>	4
BA 212: Principles of Accounting II <sup>W</sup>	4
BA 228: Comp. Accounting Applications-Quickbooks <sup>Sp</sup>	4
<b>Total</b>	<b>16</b>