

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.

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

CPC: Entry-Level Accounting Clerk	CR
BA 101: Intro to Business ^F	4
BA 211: Principles of Accounting I ^F	4
BA 212: Principles of Accounting II ^W	4
BA 228: Comp. Accounting Applications-Quickbooks ^{Sp}	4
Total	16
F = Fall; W = Winter; Sp = Spring; Su = Summer	