

# 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 211Z Principles of Accounting I (4 CR)	BA 213Z Principles of Accounting II (4 CR)	BA 228 Comp. Accounting Applications - Quickbooks (4 CR)
	BA 101Z Intro to Business (4 CR)		
	<b>8 Credit Total</b>	<b>4 Credit Total</b>	<b>4 Credit Total</b>
			<b>Total Credits: 16</b>

CPC: Entry-Level Accounting Clerk	CR
BA 101Z: Intro to Business <sup>F</sup>	4
BA 211Z: Principles of Accounting I <sup>F</sup>	4
BA 213Z: Principles of Accounting II <sup>W</sup>	4
BA 228: Comp. Accounting Applications-Quickbooks <sup>Sp</sup>	4
<b>Total</b>	<b>16</b>
F = Fall; <sup>W</sup> = Winter; <sup>Sp</sup> = Spring; <sup>Su</sup> = Summer	