

# ACCOUNTING CLERK, BASIC CERTIFICATE



College(s): HW

Program Code: 0424

The Accounting Clerk Basic Certificate will prepare individuals to provide high-tech administrative support to professional accountants, financial managers, and business owners. The program will provide students with opportunities to develop basic skills in preparation for employment in modern, technology-driven offices in many entities, governments, schools, profit and non-profit organizations, and self-employment occupations.

## Program Requirements

Code	Title	Hours
<b>Required Program Core</b>		
BUSINES 111	Introduction To Business	3
BUSINES 181	Financial Accounting	4
BUSINES 182	Managerial Accounting	4
BUSINES 183	Payroll Accounting	3
BUSINES 213	Data Visualization and Presentation for Business	3
BUSINES 250	Computerized Accounting Systems	3
BUSINES 284	Business Communications	3
<b>Program Electives</b>		
Select a minimum of 3 credits of the following:		3
BUSINES 203	Intro Cost Accounting	
BUSINES 208	Federal Income Tax	
BUSINES 211	Business Law I	
BUSINES 214	The Legal & Social Environment of Business	
BUSINES 215	Corporate and Entity Federal Income Tax	
BUSINES 217	Nonprofit Accounting	
<b>Total Hours</b>		<b>26</b>

## Pathway

This is an **example course sequence** for students interested in pursuing Accounting Clerk. It does not represent a contract, nor does it guarantee course availability. If this pathway is followed as outlined, you will earn a Basic Certificate.

### Semester-By-Semester Program Plan for Full-Time Students

All plans can be modified to fit the needs of part-time students by adding more semesters.

Course	Title	Hours
<b>Semester 1</b>		
BUSINES 111	Introduction To Business	3
BUSINES 181	Financial Accounting	4
BUSINES 213	Data Visualization and Presentation for Business	3
BUSINES 284	Business Communications	3
Hours		13
<b>Semester 2</b>		
BUSINES 182	Managerial Accounting	4
BUSINES 183	Payroll Accounting	3
BUSINES 250	Computerized Accounting Systems	3
Select one of the following Electives:		3
BUSINES 203	Intro Cost Accounting	
BUSINES 208	Federal Income Tax	
BUSINES 211	Business Law I	
BUSINES 214	The Legal & Social Environment of Business	
BUSINES 215	Corporate and Entity Federal Income Tax	
BUSINES 217	Nonprofit Accounting	
Hours		13
<b>Total Hours</b>		<b>26</b>

Choose your courses with your College Advisor.