

ACCOUNT CLERK CERTIFICATE OF SPECIALIZATION



This certificate prepares a beginning student to work in a job that requires bookkeeping skills as well as an ability to provide account clerk support using accounting software. Many jobs at the entry level are available for someone who has training in these two areas.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Explain the basic concepts of using computerized accounting software in the relevant field of business.
- Appropriately use the vocabulary and accounting procedures specific to the workplace.
- Use computer input devices, e.g., keyboard or mouse, to efficiently and competently use accounting software specific to the relevant field of business.

Certificate Requirements

Code	Title	Units
BOT-101A & BOT-101B	Keyboarding/Document Processing I and Keyboarding/Document Processing II	3
BUS-109 or BUS-120	Elementary Accounting Financial Accounting	3-4
BUS-176	Computerized Accounting Applications	2
Total Units		8-9

Certificate of Specialization

Students who complete the requirements above qualify for a certificate in that area of emphasis. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.