

Accounting Certificate Bookkeeping Clerk

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
GIT101	Typing I	3	None	Fall, Spring		
ACC111	Accounting I with Computer Applications	3	(MAT020 or MAT025) & ENL020 or satisfactory basic skills assessment scores	Fall, Spring		
ACC110	Personal and Small Business Taxes	3	None	Spring		
GIT110	Microcomputer Applications Software	3	ENL020 & ENL050 or satisfactory basic skills assessment score & (GIT101, GIT102 or 30wpm)	Fall, Spring, Summer		
ACC112	Accounting II with Computer Applications	3	(ACC111 or ACC101) & (MAT030 or MAT035) or satisfactory basic assessment score	Fall, Spring		
GIT105 (or)	Office Communication Systems (or)	3	ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring		
BUS102	Business Communication		ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring		
Total Credits		18				

Overview

Students gain skills and knowledge in computer applications, accounting theory, and tax applications. A certificate as a Bookkeeping Clerk serves as an opening to businesses needing entry-level help year-round but especially during the extended months for tax filing. Students are encouraged to continue their studies with the Computerized Accounting Certificate and eventually an Associate in Science in Business Administration – Accounting concentration.

Career Outlook

According to the Occupational Outlook Handbook, employment of bookkeeping, accounting, and auditing clerks is expected to grow 14% from 2010 to 2020, as fast as the average for all occupations. Job growth for these workers is largely driven by overall economic growth. As the number of organizations increases, more bookkeepers are needed to keep these organizations' books. In addition, in response to the recent financial crisis, investors pay increased attention to the accuracy of corporate books. Stricter regulation in the financial sector creates demand for accounting services, creating opportunities for bookkeeping clerks.

Program Outcomes

Upon successful completion of the Bookkeeping Clerk Certificate, students are able to:

- Demonstrate desirable work habits including verbal/written communication skills, technological competence, critical thinking, problem solving.
- Demonstrate ethical behavior and confidentiality with financial data.
- Assume an entry-level position within a business to help in basic accounting activities with duties that may include data input in tax preparation.