



Accounting Clerk Certificate of Achievement

This certificate is designed to provide the skills necessary for clerical level positions within an Accounting environment. These positions support Accounting professionals and para-professional positions.

SUGGESTED PROGRAM COURSE SCHEDULE

SEMESTER 1

12-13 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
ACCT 301 Financial Acct or	4	Advisory: ACCT 101, BUS 105, MATH 120 or 125	F(O, H), S(O), Su	CRC Area II(b)
ACCT 101 Fundamentals of College Accounting	3		Check Class Schedule for offering	
ACCT 121 Payroll Acct	3	Advisory: ACCT 101	F, S	
BUS 310 Bus Comm or		--	F, S	CRC Area II(a)
ENGWR 301 College Composition & Literature	3	ENGWR 300, ENGWR 380, ESLW 340 or HONOR 375	Check Class Schedule for offering	CRC Area I
3 units from List A	3		See List A	See List A

SEMESTER 2

9 UNITS

Course	Units	Pre-Reqs [^]	Semesters offered*	GE Area
ACCT 341 Computerized Acct	3	ACCT 101 or 301 Advisory: CISC 302	F, S, Su	
CISA 305 Beg Word Processing	2	ACCT 101 or 301 Advisory: CISC 302	F(O), S(O), Su(O)	
CISA 315 Intro to Elec Spreadsheet	2	Advisory: CISC 302 or 310	F(O), S(O), S(O)	
2 units from List A	2		See List A	See List A

[^]You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

* (O) = online available (H) = hybrid available

Career Options/Outlook:

Bookkeeping, Accounting, and Auditing Clerks compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

A sample of reported job titles:

Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk

Projected job opening in California (2018-2028):

22,450

Projected growth in California:

Decline (0% change)

Salary in California:

Median wage (2018): \$46,340/yr

Source: Median wage (2018):

\$46,340/yr

Source:

<https://www.onetonline.org/link/summary/43-3031.00>

List A – Select a minimum of 5 units from the following:

Course	Units	Pre-Reqs	Semesters offered*	GE Area
BUSTEC 101 Computer Keyboarding: 10-key	1	None	F(O), S(O)	
BUSTEC 302 Computer Keyboarding	2	Advisory: ESLR 320	F, S, Su	CRC Area III(b)
BUS 105 Business Mathematics	3		Check Class Schedule for offering	
CISA 316 Intermed Elec Spreadsheet	2	CISA 315	F(O), S(O)	
CISA 320 Intro to Database Management	1	Advisory: CISA 302 or 310	F(O), S(O), Su(O)	
ACCT 498 Work Experience in ACCT	1-4		F, S, Su	

^You must have passed the prerequisite course(s) with a "C" or better; Corequisite must be taken during the same semester; Advisory means it is recommended but not required to enroll in the course.

*(O) = online available (H) = hybrid available

Honors option:

The CRC Honors Program is designed specifically for academically accomplished students and for students with the potential for high achievement. Students who complete 15 units or more in honors-designated courses will earn special recognition as an Honors Scholar, a distinction that may entitle the student to guaranteed transfer and scholarship opportunities at select transfer colleges and universities.

Transfer notes:

Please meet with a counselor for specific transfer course evaluation or transferring to a specific 4-year institution.