



# Accounting Clerk Certificate

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.

**Total Units: 21-22**

## First Year

### Semester 1

**12-13 Units**

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
<b>ACCT 301</b> <sup>Z</sup> Financial Accounting <b>or</b>	4	Advisory: ACCT 101, BUS 105, MATH 120 or 125	F(O, H), S(O), Su
<b>ACCT 101</b> Fundamentals of College Accounting	3		Check Class Schedule for offering
<b>ACCT 121</b> Payroll Accounting	3	Advisory: ACCT 101	F, S
<b>BUS 310</b> <sup>Z</sup> Business Communications <b>or</b>	3		F, S
<b>ENGWR 301</b> <sup>Z</sup> College Composition and Literature	3	ENGWR 300, ENGWR 480, or HONOR 375	Check Class Schedule for offering
<b>3 units from List A</b>	3	See List A	See List A

<sup>Z</sup> At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

### Semester 2

**9 Units**

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
<b>ACCT 341</b> Computerized Accounting	3	ACCT 101 or 301 Advisory: CISC 302	F, S, Su
<b>CISA 305</b> Beginning Word Processing	2	ACCT 101 or 301 Advisory: CISC 302	F(O), S(O), Su(O)
<b>CISA 315</b> Introduction to Electronic Spreadsheets	2	Advisory: CISC 302 or 310	F(O), S(O), Su(O)
<b>2 units from List A</b>	2	See List A	See List A

## 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. **Career opportunities require more than two years of college study.**

### 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 openings in California (2020-2030):

21,460

### Projected growth in California:

4% growth

### Median Salary in California (2021):

\$47,940/yr

^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 (P) = partially online

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

COURSE	UNITS	PRE-REQS^	SEMESTERS OFFERED*
<b>BUSTEC 101</b> Computer Keyboarding: 10-Key	1		F(O), S(O)
<b>BUSTEC 302</b> Computer-Keyboarding	2		F, S, Su
<b>BUS 105</b> Business Mathematics	3		Check Class Schedule for offering
<b>CISA 316</b> Intermediate Electronic Spreadsheets	2	CISA 315	F(O), S(O)
<b>CISA 320</b> Introduction to Database Management	1	Advisory: CISA 302 or 310	F(O), S(O) , Su(O)
<b>ACCT 498</b> <sup>z</sup> Work Experience in Accounting	0.5-4		F, S, Su

<sup>z</sup> At least one section of this course is offered with free textbooks and is labeled as zero textbook costs (ZTC). If it is a GE area class or elective, there may be several ZTC offerings to fulfill the GE requirement. Use the Free Textbook filter to find these courses. Learn more on the [ZTC page of the college website](#).

## Source:

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

## About this map:

This program map represents one possible pathway to complete the program. Please see a counselor to create an education plan that is customized to meet your needs. This map is not a guarantee of course

availability or financial aid applicability.

## Zero Textbook Costs (ZTC):

The Zero Textbook Costs designation and logo are added to any course that provides free access to all required instructional materials. These are typically shared with students through Canvas. Courses that are designated as ZTC may still require students to purchase supplemental materials such as lab coats, a calculator, art supplies, etc. See full definitions and searching tips on the [Zero Textbook Costs page](#) of the college website.

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