

# Accounting Clerk

## Applied Technologies Division

Length: Two Semesters

This is a training certificate program designed to provide students with the opportunity to acquire and/or enhance their knowledge and skills for employment or in the current career field.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

**Program:** Management Supervision Technology

**Type:** Short-Term Certificate

## Semester One

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
OAD 137	Computerized Financial Record Keeping	3

## Semester Two

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications	3
	<b>Total credits:</b>	<b>24</b>