

# ACCOUNTING CLERK (CERTIFICATE OF COMPLETION)

(59-71 credits)

## Program Description

Accounting is the basic language of business, and a career that opens a wide variety of doors in the business world. Accounting students study the rules and software at play in the world of business, using effective communication skills to break down complex issues for their clients and managers so that they can make good business decisions.

The increased globalization of businesses makes the varied skillset of an Accounting professional in high demand across a wide variety of industries and settings.

The Accounting Program is designed for persons interested in obtaining skills that will allow them to seek employment in many areas of the accounting profession. Accounting is a precise, logical and communicative skill. The Accounting Clerk Certificate emphasizes practical skills and prepares graduates for introductory bookkeeping careers. The Associate in Applied Science degree provides a strong background in accounting and business skills and prepares graduates for entry-level accounting positions in private industry, public accounting, nonprofit organizations, and government entities with the potential for advancement to supervisory roles.

## Career Opportunities

Accounting as a discipline has broad employment possibilities in both government and private business. Knowledge and skill in accounting provide excellent background for employment opportunities in business management, government administration, consulting, purchasing, finance and banking. Entry-level positions in accounting generally include accounting clerk, accounting assistant, full-charge bookkeeper, accountant, fiscal analyst, and financial analyst.

- Financial Examiner
- Budget Analysts
- Credit Analysts

## Length of Program

The program takes four quarters of full-time studies (59-71 credits) for the Accounting Clerk Certificate. The time needed to complete the program may be extended if students need to repeat courses in order to meet the program's grade requirements or if students have basic skills deficiencies.

## Outcomes

South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more

effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives.

At the completion of the Accounting Program, the successful student will be able to:

- In a complex setting, students will be able to gather and analyze a variety of information using accounting concepts to draw appropriate and supportable conclusions
- Clearly express in a variety of forms accounting information that is useful to a broad class of decision-makers
- Properly select quantitative and qualitative accounting data and apply a process to the data in order to reach accurate and reliable conclusions
- Recognize ethical dilemmas in the workplace and assess the consequences of these dilemmas
- Identify and adjust to workplace differences in order to operate collaboratively and effectively in an organizational setting

The SPSCC college-wide abilities are embedded into each program:

- Effective Communication
- Information Literacy
- Analytical Reasoning
- Multicultural Awareness
- Social Responsibility

## Courses by Quarter

A cumulative GPA of 2.0 is required in order to earn a certificate or degree and a "C" or better is required in all ACCT courses. A "C" or better must also be earned in all prerequisite ACCT courses.

## Courses by Quarter

Code	Title	Credits
<b>Quarter 1</b>		
Transition Studies		
<b>Quarter 2</b>		
MATH 092 or ABE 065	Mathematical Reasoning Contextualized Math II	5
ENGL 090 or ENGL 095	Integrated Reading and Writing I Integrated Reading and Writing II	5
CCS 101	Pathways to Success	3
<b>Quarter 3</b>		
BUS 104 or CMATH 146	Business Math Clippers Introduction to Statistics	5-7
ENGL 098 or ENGL& 101	Transitional English Composition English Composition I	5
OFTEC 108 or OFTEC 100	Introduction to Microsoft Office Introduction to Computer Concepts & Applications	5
<b>Quarter 4</b>		
ACCT& 201	Principles of Accounting I	5
OFTEC 141 or OFTEC 136	Microsoft Excel Microsoft Word I	5
BUS& 101	Introduction to Business	5
<b>Quarter 5</b>		
ACCT 206	General Ledger Computerized Accounting	3

OFTEC 141 or OFTEC 136	Microsoft Excel Microsoft Word I	5
ACCT& 202	Principles of Accounting II	5
<b>Quarter 6</b>		
ACCT 239	Payroll Accounting and Business Taxes	5
OFTEC 260	Business Communication	5
ACCT& 203	Principles of Accounting III	5
<b>Quarter 7</b>		
CMST& 210 or CMST& 230	Interpersonal Communication: Diversity Small Group Communication: Diversity	5

## Pathway Maps

South Puget Sound Community College has provided pathways and associated recommended courses for ease of student selection based upon a student's career interest. Please review the pathway maps for required and recommended courses.

**Accounting Clerk Pathway Map**  
Certificate of Completion  
59-71 Credits

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 5	Qtr. 6	Qtr. 7	Qtr. 8
Transition Studies	Choose One: <b>MATH 092 (Scr)</b> Mathematical Reasoning <b>ABE 005</b> Contextualized Math II	Choose One (5-7 cr): (Computation) <b>BUS 104 (Scr)</b> Business Math  OR <b>CMATH 146 (7 cr)</b> CLIPPER'S Introduction to Probability and Statistics*  Includes ability to complete: <b>MATH 095</b> <b>MATH 096</b> <b>MATH 146</b>  *some students may place directly into MATH 146	<b>ACCT&amp; 201 (Scr)</b> Principles of Accounting I	<b>ACCT 206 (Scr)</b> General Ledger Computerized Accounting W/Sp	<b>ACCT 239 (Scr)</b> Payroll Accounting and Business Taxes F/Sp		
	<b>ENGL 090 (Scr)</b> Integrated Reading and Writing I  <b>ENGL 095 (Scr)</b> Integrated Reading and Writing II	<b>ENGL 098 (Scr)</b> Transitional English Composition  <b>ENGL&amp; 101 (Scr)</b> English Composition I	Choose One (Scr): <b>OFTEC 141 (Scr)</b> Excel  <b>OFTEC 136 (Scr)</b> Microsoft Word I	Choose One (Scr): <b>OFTEC 141 (Scr)</b> Excel  <b>OFTEC 136 (Scr)</b> Microsoft Word I	(Additional Communication) <b>OFTEC 260 (Scr)</b> Business Communication	Choose One (Scr): (Human Relations / Diversity)  <b>CMST&amp; 210 (Scr)</b> Interpersonal Communication: Diversity <b>CMST&amp; 230 (Scr)</b> Small Group Communication: Diversity	

	<b>CCS 101 (Scr)</b> Pathways to Success	Choose One: <b>OFTEC 108 (Scr)</b> Introduction to Microsoft Office  <b>OFTEC 100 (Scr)</b> Introduction to Computer Concepts & Applications	<b>BUS&amp; 101 (Scr)</b> Introduction to Business	<b>ACCT&amp; 202 (Scr)</b> Principles of Accounting II	<b>ACCT&amp; 203 (Scr)</b> Principles of Accounting III F/Sp		
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