

# ACCOUNTING CLERK, BASIC CERTIFICATE



College(s): HW

Program Code: 0424

The Accounting Clerk Basic Certificate will prepare individuals to provide high-tech administrative support to professional accountants, financial managers, and business owners. The program will provide students with opportunities to develop basic skills in preparation for employment in modern, technology-driven offices in many entities, governments, schools, profit and non-profit organizations, and self-employment occupations.

## Program Requirements

Code	Title	Hours
<b>Required Program Core</b>		
BUSINES 111	Introduction To Business	3
BUSINES 181	Financial Accounting	4
BUSINES 182	Managerial Accounting	4
BUSINES 183	Payroll Accounting	3
BUSINES 213	Data Visualization and Presentation for Business	3
BUSINES 250	Computerized Accounting Systems	3
BUSINES 284	Business Communications	3
<b>Program Electives</b>		
Select a minimum of 3 credits of the following:		3
BUSINES 203	Intro Cost Accounting	
BUSINES 208	Federal Income Tax	
BUSINES 211	Business Law I	
BUSINES 214	The Legal & Social Environment of Business	
BUSINES 215	Corporate and Entity Federal Income Tax	
BUSINES 217	Nonprofit Accounting	
<b>Total Hours</b>		<b>26</b>

## Pathway

This is an **example course sequence** for students interested in pursuing Accounting Clerk. It does not represent a contract, nor does it guarantee course availability. If this pathway is followed as outlined, you will earn a Basic Certificate.

## Semester-By-Semester Program Plan for Full-Time Students

All plans can be modified to fit the needs of part-time students by adding more semesters.

Semester 1		Hours
BUSINES 111	Introduction To Business	3
BUSINES 181	Financial Accounting	4
BUSINES 213	Data Visualization and Presentation for Business	3
BUSINES 284	Business Communications	3
<b>Hours</b>		<b>13</b>
Semester 2		
BUSINES 182	Managerial Accounting	4
BUSINES 183	Payroll Accounting	3
BUSINES 250	Computerized Accounting Systems	3
Select one of the following Electives:		3
BUSINES 203	Intro Cost Accounting	
BUSINES 208	Federal Income Tax	
BUSINES 211	Business Law I	
BUSINES 214	The Legal & Social Environment of Business	
BUSINES 215	Corporate and Entity Federal Income Tax	
BUSINES 217	Nonprofit Accounting	
<b>Hours</b>		<b>13</b>
<b>Total Hours</b>		<b>26</b>

Choose your courses with your College Advisor.

## Careers

This program can prepare students for the jobs listed below. Click on each one to learn more, including average earnings, annual job openings,

and how much education people in that field have. For additional guidance and resources on career options, current City Colleges students and alumni can contact the Career Services Office (<https://www.ccc.edu/departments/Pages/Career-Services.aspx>).

## Bookkeeping, Accounting, and Auditing Clerks

### Job Description

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.

### Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

#### Annual Wages

Entry-Level 10 <sup>th</sup> Percentile	\$36,214
Median 50 <sup>th</sup> Percentile	\$51,323
Senior-Level 90 <sup>th</sup> Percentile	\$76,674

#### Hourly Wages

Entry-Level 10 <sup>th</sup> Percentile	\$17
Median 50 <sup>th</sup> Percentile	\$25
Senior-Level 90 <sup>th</sup> Percentile	\$37

### Annual Job Openings

2605 annual openings in Cook County

### National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	47.24%
A certificate	20.79%
Some college	4.72%
An Associate degree	8.54%
A Bachelor's degree	12.19%
A Master's or Professional degree	6.52%
A Doctoral degree or more	0.00%

18.71% continue their education beyond an associate degree