

2011-2012 Career Planning Guide

Accounts Receivable Clerk/
Accounts Payable Clerk



Shoreline Community College
16101 Greenwood Avenue North
Shoreline, Washington 98133

Length of Program: 20 Credits
Completion Award: Certificate of Completion
Program Advisors: Carla Hogan (206) 546-4538, Rm 1419
Dan King (206) 546- 4702, Rm 1415
<http://www.shore.ctc.edu/shoreline/account.html>

Approximate Quarterly Costs:

Check quarterly class schedule for Tuition Table
Parking Fee per Quarter: \$15
Books, supplies, etc.: Varies per quarter, approximately \$200
Enrollment: FWSp

PROGRAM DESCRIPTION

This course is designed to prepare students for entry level accounting clerk positions

PROGRAM OUTCOMES

Students who successfully complete this program will understand the basic account cycle for service and merchandising firms. Students will have basic business computer skills with specific knowledge of commercial accounting software.

CAREER OPPORTUNITIES

Certificate holders can be employed by government and private industry. The job outlook for accounting-related occupations is very good. Many of the accounting positions will be created in small, rapidly growing businesses. The field also provides opportunities for temporary employment, and part-time work

POTENTIAL POSITIONS INCLUDE

Accounts Payable Clerk, Accounts Receivable Clerk

Career Ladder Short-Term Programs

ACCOUNTS RECEIVABLE CLERK / ACCOUNTS PAYABLE CLERK

PROGRAM PREREQUISITES

COMPASS reading Score of 40 or ESL placement in ESL 100 **and** MATH 080.

PROGRAM REQUIREMENTS

ACCT 101	Practical Acctg I	5 credits
ACCT 102	Practical Acctg II	5 credits
CIS 105	Computer Applications	5 credits
ACCT 206	Computer Accounting	5 credits
	Total	20 credits