

BUSINESS MANAGEMENT: ACCOUNTING CLERK - CERTIFICATE

Overview

See [Department website and program contacts here](#)

The **Business Management: Accounting Clerk certificate** is designed for students seeking entry-level employment in accounting, bookkeeping, payroll, and business support roles. The curriculum builds practical accounting and administrative skills that prepare students for work in a variety of business and office environments.

Coursework includes topics such as **accounting systems, payroll processing, spreadsheets, business terminology, technology, and financial recordkeeping**. Students develop technical and professional skills that support success in entry-level accounting and office positions.

The Accounting Clerk certificate is workforce-focused and prepares students for opportunities in accounting support, bookkeeping, payroll, and office operations. Students completing the certificate may continue into the Business Management: Accounting (AAS) degree program to further expand their knowledge and career opportunities.

Students are encouraged to work with an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to ensure appropriate course selection and program planning based on their educational background and career goals.

Refer to the tabs above for additional information about:

- **Education Plan** – provides a sample term-by-term sequence of courses
- **Career Info** – includes information on potential occupations, employment trends, and earnings

Program Learning Objectives

At the completion of this program, students should be able to:

- Demonstrate and apply an understanding of basic, common elements of a business.
- Demonstrate skills in basic data entry, use of spreadsheets, and data management
- Apply knowledge of basic accounting systems in business situations
- Demonstrate knowledge of computerized accounting systems and payroll processing

Education Plan

This sample Education Plan illustrates one possible course sequence. Students should consult an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to create a personalized plan.

General education courses (such as math, writing, health, etc.) can be taken during any term, or before starting the program.

First Quarter

Fall	Credits
HD118 From Undecided to Decided: Navigating Careers, Majors, and College Success	3

BA101Z	Introduction to Business	4
BA131	Introduction to Business Computing	4
BA111	Introduction to Accounting (or AC110 or BA211, if taken SP24 or earlier)	4
Credits		15
Second Quarter		
Winter		
BA211Z	Principles of Financial Accounting	4
BA177	Payroll Accounting	3
BA205	Business Communications	4
WR121Z	Composition I	4
Credits		15
Third Quarter		
Spring		
BA213Z	Principles of Managerial Accounting	4
BA215	Data Analytics for Accounting	3
BA228	Computer Accounting Applications	3
BA218	Personal Finance	3
HUM202	Ethics in the Workplace	3
Credits		16
Total Credits		46

Awarding Requirements

The following requirement(s) must be fulfilled to be awarded the Business Management: Accounting Clerk certificate:

- All accounting courses must be completed with a grade of "C" or higher.
- All core program courses (BA) must be completed within five (5) years of starting the program.

Career Information

Explore potential careers related to this program, including typical job roles, employment trends, and projected growth. This information can help you better understand how your education may align with future career opportunities.