

# ACCOUNT CLERK CERTIFICATE OF PROFICIENCY

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The following Certificates of Proficiency are designed for the student who needs to be prepared to enter an entry-level job. A department-issued certificate may be awarded upon successful completion of a prescribed course of study. These certificates will not appear on a student's transcript.

This certificate prepares a beginning student to work in a job that requires bookkeeping skills as well as an ability to provide account clerk support using accounting software. Many jobs at the entry level are available for someone who has training in these two areas.

<b>Code</b>	<b>Title</b>	<b>Units</b>
BOT-101A	Keyboarding/Document Processing I	1.5
BOT-101B	Keyboarding/Document Processing II	1.5
BOT-109	Elementary Accounting	3
BOT-176	Computerized Accounting Applications	2
BOT-179	Computerized Accounting Lab	1
<b>Total Units</b>		<b>9</b>