

Partners in Education Accounting Clerk Certificate

This certificate is designed to prepare students for an entry-level clerk position. Accounting clerks require solid interpersonal skills, proficiency with Excel, and basic accounting knowledge. They assist with data entry and processing of accounts payable and accounts receivable.

Courses offered toward degree at Castle View High School

Highlighted courses also have an Advanced Placement (AP) option with a passing AP exam score

Courses	Credit Hours
Accounting Courses:	
ACC 121 – Accounting Principles I	4
BUS 115 – Introduction to Business	3
Accounting Elective: (Choose 1)	
CIS 118 – Intro to PC Applications	
FIN 101 – Personal Finance	3
MAR 160 – Customer Service	
MAR 216 – Principles of Marketing	
MAR 235 – Consumer Behavior	
Total Credit Hours at High School	10

Remaining Courses Offered Toward Degree at Arapahoe Community College

Courses	Credit Hours
Accounting Courses:	
ACC 115 – Payroll Accounting	3
CIS 155 – PC Spreadsheet Concepts: Excel	3
Total Credit Hours at Arapahoe Community College	6
Total Credit Hours for AS Degree	16