



Accounting Clerk Certificate I

Overview

The Accounting Clerk Certificates prepare students for acquiring knowledge in the areas of accounting, and Business administration fields. These programs are designed to initiate people in these fields as well as update and/or expand the skills of those already working in various administration and accounting areas of a business.

Designed to provide a starting point for career growth or further study, our accounting classes curriculum gives an overview of basic accounting practices, financial problem solving and decision making, as well as the principles of Business. Courses are developed with the input of professionals in the field, to ensure you receive the real-world knowledge that will help you succeed.

Program Learning Outcomes

Students who earn the Certificates in Accounting Clerk will:

- Describe the importance of internal controls to prevent fraud and misrepresentation on financial statements.
- Apply basic accounting principles in the context of a business enterprise.
- Apply knowledge of accounting processes and financial management principles to business situations and managerial decision making.

Student Learning Outcomes

Upon successful completion of these certificates, students should be able to:

- Explain the accounting cycle for service and merchandising enterprises.
- Demonstrate accounting clerk specific technical and professional skills.
- Apply basic accounting principles to balance sheets and financial statements.
- Demonstrate basic math and computer skills, including knowledge of spreadsheets.
- Describe how to use accounting software to record, store, and analyze information.
- Apply proper procedures for controlling an organization's financial documentation and guarding against misappropriation of its funds.
- Apply proper procedures for receiving and recording cash, checks, and vouchers in compliance with federal, state, and company policies, procedures, and regulations.

Program Structure

The Accounting Clerk Certificate I is 15 credit hours. Students must complete the specified courses to earn the Accounting Clerk Certificate I. Courses in the Accounting Clerk Certificate I may be completed in any order. Course substitutions for certificate programs must be approved by the student's academic advisor



and the registrar. All certificate programs include practicum hours (20) in the institutions associated to RCU, before graduation.

Accounting Clerk Certificate I

Course ID	Course Name	Credits
ACC1103	Introduction to Accounting I	3
TECH1113	Computing or Integrated Software Applications I	3
BIB1113	The Gospel of John	3
BUS1113	Business Principles	3
MNG1103	Problem Solving and Decision Making	3

Accounting Clerk Certificate II

Pre-requisite: Accounting and /or Business proven experience of 3 years or more. Accredited studies or courses connected to accounting or business field.

Program Structure

The Accounting Clerk Certificate II is 15 credit hours. Students must complete the specified courses to earn the Accounting Clerk Certificate II. Courses in the Accounting Clerk Certificate II may be completed in any order. Course substitutions for certificate programs must be approved by the student's academic advisor and the registrar. All certificate programs include practicum hours (20) in the institutions associated to RCU, before graduation.

Course ID	Description	Credits
ACC1203	Introduction to Accounting II	3



ACC1213	Introduction to Computerized Accounting	3
BIB2433	Epistle to the Romans.	3
MNG1203	Communications in Management	3
ACC2123	Payroll and Business Tax Accounting	3

COURSE DESCRIPTION

ACC1103 Introduction to Accounting I

This course is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll.

ACC1203 Introduction to Accounting II

This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

TECH1113 Introduction to Computing

This course is an overview of computer systems-hardware, operating systems, the internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in Business or Computer Science.

ACC1213 Introduction to Computerized Accounting

This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

ACC2123 Payroll and Business Tax Accounting

This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.



MNG1203 Communications in Management

This course includes basic theory and process of communication skills necessary for the management of an organization's workforce.

TECH2113 Integrated Software Applications I

In this course the student will learn integration of applications from popular business productivity software suites. There will also be instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

BUS1113 Business Principles

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

MNG1103 Problem Solving and Decision Making

This course emphasizes decision making and problem-solving process in organizations, utilizing logical and creative problem-solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies and the use of other managerial decision aids.

BIB1113 Bible Studies-Gospel of John

This course will deepen your understanding of John's Gospel and strengthen your relationship with its subject—Jesus Christ.

BIB2433 Bible Studies- Epistles to the Romans

This course on Romans covers the first eight chapters of the book and looks at the overarching theme of righteousness.

RCU Academic department reserves the right to modify the program without further notice.