

DEL MAR COLLEGE

Accounting Clerk Certificate

Earn a Del Mar Certificate as an Accounting Clerk. The certificate consists of 5 courses: ACNT 1002—Accounting I, ACNT 1041—Accounting II, ACNT 1006—Electronic Tax Preparation, ACNT 1015—Payroll Accounting, and COMG 1003—Business English and Math.

Term	Course	Sect.	Title	Loc	Dates	Times	Days	Fee
2010B	COMG 1003	430	AC: Business English and Math	TBA	2/7/11-3/23/11	6-9 pm	MW	\$151.00
2010B	ACNT 1006	434	AC: Electronic Tax Preparation	TBA	2/15/11-3/31/11	6-9 pm	TTh	\$151.00
2010C	ACNT 1002	435	AC: Accounting I	TBA	4/4/11-5/11/11	6-9 pm	MW	\$151

COMG 1003 AC: Business English and Math

Be more effective and get your numbers right!

This course is a part of the Accounting Clerk Certificate. Addresses essential listening, speaking, reading, writing, and computational skills required by business and industry. Improvement of communication skills related to successful job performance.

ACNT 1006 AC: Electronic Tax Preparation

This course may be taken by itself or as a part of the Accounting Clerk Certificate. Preparation of electronic tax returns.

ACNT 1002 AC: Accounting I

This course is a part of the Accounting Clerk Certificate. Focus on fundamental accounting concepts and their application to transaction analysis. Prepare and analyze financial statements for businesses.

ACNT 1041 AC: Accounting II

This course continues from Accounting I and is a part of the Accounting Clerk Certificate. Introduction to cost behavior, budgeting, responsibility accounting, cost control, product costing, break even analysis, incremental analysis, and decision-making and planning.

ACNT 1015 AC: Payroll Accounting

This course is also a part of the Accounting Clerk Certificate. Focus on payroll and associated records. A complete payroll will be done including time and record keeping, actual payroll, and quarterly and annual reports. Textbook required.

For more information—Contact us at
(361) 698-2122 or
ce@delmar.edu

*Del Mar College is an Equal
Opportunity/Affirmative Ac-
tion Institution.*

