

ACCOUNTING CLERK, CERTIFICATE OF TECHNICAL STUDIES

An accounting clerk assists accounting departments with various tasks. These professionals process invoices, organize office mail, record business transactions, and manage customer accounts on any given day. Organizations in virtually any industry, including healthcare, finance, and professional services, may employ accounting clerks. Some smaller businesses may only hire one clerk, but large organizations typically employ multiple accounting clerks to meet the needs of busy accounting departments.

This program prepares students for the Intuit Certified Bookkeeping Professional exam.

Outcomes for Accounting Clerk CTS

After completing this program, students will also be able to:

- Analyze and record financial transactions properly report financial information in accordance with generally accepted accounting principles
- Identify and apply individual income tax and payroll tax laws
- Demonstrate professional business communication skills, both written and oral
- Master accounting and entry-level business software applications
- Perform accounting functions and applications in both a manual and a computerized accounting program

Code	Title	Hours
Major Courses ¹		
ACCT 1500	Payroll Accounting	3
ACCT 2100	Computerized Accounting	3
ACCT 2400	Principles of Fin Accounting	3
BUSN 1150	Survey of Microcomputer App	3
BUSN 2400	Business Communication	3
ENGL 1010	English Composition I	3
or ENGL 1011	English Composition I with Lab	
Total Hours		18

¹ Must earn a grade of "C" or better.