

Accounting Clerk at Highland and Rose Park

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Location:

Highland
Rose Park

Program Hours:

1,110

Application Fee:

\$40.00

Total Tuition:

\$1,942.50

Total Lab Fee:

\$40.00

Books/Supplies:

\$20.00

Financial Aid:

VA

Information current at time of printing.

Accounting clerks are an organization's financial record keepers. They update and maintain accounting records, including expenditures, receipts, accounts payable and receivable, and profit and loss. They have a wide range of skills and knowledge from full-charge bookkeepers who can maintain an entire company's books to account clerks who handle specific accounts. All accounting clerks make lots of computations each day and use computers more and more to calculate and record data. The Accounting Clerk program provides you with the business and accounting skills you need for a job doing accounting tasks in a variety of organizational settings.

Occupations in this Area

For state and national occupation information, visit <http://online.onetcenter.org/find/> and enter the following O*Net code(s):

- 43-3031.00 Bookkeeping, Accounting, and Auditing Clerks
- 43-4071.00 File Clerk
- 43-9061.00 Office Clerk

COURSES & HOURS

KBA1 0010 Keyboarding I	60
KBA1 0110 Computer Literacy	90
KBA1 0130 Word Processing App. I	90
KBA1 0140 Spreadsheet App. I	60
KBA1 0150 Database Applications I	60
KBA1 0510 Business English	90
KBA1 0520 Business Correspondence	90
KBA1 0040 Records Management I	30
KMTH 0010 Math I	60
KBA1 0020 Business Calculations	60
KACT 0330 Accounting I	60
KACT 0340 Accounting II	60
KACT 0310 Computerized Accounting	70
KWRK 0400 Workplace Relations	60
Choose at least 180 hours:	
KBA2 0150 Database Applications II	60
KACT 0320 Financial Records	90
KBA2 0140 Spreadsheet App. II	60
KBA2 0130 Word Processing App. II	90
KWRK 0500 Job Seeking Skills	30

Total Program Hours 1,110