

ACCOUNTING CLERK WITH QUICKBOOKS, CERTIFICATE OF COMPLETION

Non-Pell Eligible (Students may not use Pell funding for this certificate. Grants may be available. See your advisor.)

Curriculum Code #C006

Effective May 2023

The accounting clerk certificate of completion applies towards other certificates and an associate degree in accounting. basic skills learned with this certificate are QuickBooks and Excel. Certificates of completion contain basic academic and technical courses. Some occupations or employers require an associate degree or higher.

Code	Title	Hours
ACTG 151	ACCOUNTING I - FINANCIAL	4
CISS 212	SPREADSHEET APPLICATIONS ¹	3
NCIS 165	QuickBooks,QuickBooks Pro ²	0

1

This course has a prerequisite of CISS 121, which will be waived for this certificate.

2

This non-credit course is required for completion of this certificate.

This certificate prepares the student for the Microsoft Office Certification Exam for Excel.

Program Learning Outcomes

1. Use accounting software skills to record basic accounting transactions.