

# ACCOUNTING CLERK CERTIFICATE

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Accounting Major

The Accounting Clerk Certificate provides students with the knowledge and skills needed for an entry-level accounting position. This certificate is geared for individuals that want to work as an accounting clerk, payroll processor, or accounts payable processor. The accounting clerk certificate curriculum focuses on accounting, payroll and extensive technology skills.

## Technical Standards

See here for details.

Code	Title	Hours
ACC 1010	Corporate Accounting Principles	4
ACC 1020✎	Managerial Accounting Principles	4
ACC 1050	Accounting Software (QuickBooks)	2
ACC 1121	Payroll Accounting	2
AOT 2640	Spreadsheet Software and Applications	3
CPT 1250	Computer Applications in the Workplace	3
Total Hours		18

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on accounting clerk certificate.

✎ Portfolio