

ACCOUNTING CLERK CERTIFICATE

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The Accounting Clerk Certificate provides students with the knowledge and skills needed for an entry-level accounting position. This certificate is geared for individuals who 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.

Accounting Major

Technical Standards

See here for details.

First Year

| First Semester | | Hours |
|----------------|---------------------------------------|-------|
| ACC 1010 | Corporate Accounting Principles | 4 |
| AOT 2640 | Spreadsheet Software and Applications | 3 |
| MTH 1100 | Math of Business | 3-5 |
| or MTH 1151 | or Quantitative Reasoning | |
| or MTH 1190 | or Finite Mathematics/Business | |
| or MTH 1210 | or Mathematics I | |
| or MTH 1260 | or Statistics | |
| or MTH 1370 | or College Algebra | |
| or MTH 1430 | or Trigonometry | |
| or MTH 1611 | or Business Calculus | |
| or MTH 1711 | or Calculus I | |

Term Hours **10-12**

Second Semester

| | | |
|----------|----------------------------------|---|
| ACC 1020 | Managerial Accounting Principles | 4 |
| ACC 1050 | Accounting Software (QuickBooks) | 2 |
| ACC 1121 | Payroll Accounting | 2 |

Term Hours **8**

Total Hours **18-20**