

The following program has been approved for deactivation.

Effective September 1, 2026, new enrollments will not be accepted.

Accounting Clerk I

ACCO.T003.UG

Level 1 Certificate

Business & Industry Pathway

Learn more about Accounting Clerk

Credential Map

This certificate is ineligible for Federal Financial Aid, including Federal Pell Grants. Please visit Student Financial Aid Services for other financial aid options.

Program Requirements

Fall Term

- Meet with your Career Advisor
- ACCT 2301 - Principles of Financial Accounting +
- ACNT 1313 - Computerized Accounting Applications

Choose one from the following:

- POFT 2312 - Business Correspondence and Communication **or**
- ENGL 1301 - Composition I + **or**
- SPCH X3XX - Speech and Communication Skills

Choose one from the following:

- POFT 1329 - Beginning Keyboarding **or**
- POFI 2401 - Word Processing

- ACNT 1311 - Introduction to Computerized Accounting (Capstone) *
- Apply for Graduation

Total Certificate Hours: 15

** Capstone must be taken in the last term.*