





## **Program of Study: Accounting Clerk Certificate**

Career Pathway: Business, Marketing & Public Administration Secondary Partner: Program Name: CIP: Program ID: Program Name: Accounting Clerk Certificate CIP: 52.0302 Post-secondary Partner: Trinidad State College Program ID: CER 4AC1 **Secondary Program Description:** A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices. Career and Technical Courses Possibilities of careers, and demand relating to this Pathway State Graduation Requirements: www.cde.state.co.us/postsecondary/graduationguidelines **Possibilities of Careers:** ACC 1015 Payroll Accounting CE 13-2082.00: Tax Preparers 43-3031.00: Bookkeeping, Accounting, and Auditing Clerks 43-ACC 1021 Accounting Principles I CE 3051.00: Payroll and Timekeeping Clerks 43-4011.00: Brokerage Clerks 43-9111.00: BUS 1015 Intro to Business CE **Statistical Assistants** CIS 1055 Complete Spreadsheets: (software package) CE ACC 1022 Accounting Principles II CE High School/Secondary **Employment Demand and Wage Data:** MAN 1002 Ethics & Values CE Bookkeeping, Accounting and Auditing Clerks in 2022 for Colorado have a median wage of ACC 1035 Spreadsheet Applications for Accounting CE \$22.05 hourly and \$45,860 annually. Projected trend from 2022 for this pathway indicates ACC 2045 Computerized Accounting with a Professional Package CE a decline of 2%. Projected job openings for 2022-2032 are 183,900. Related Industry Certifications/Credential(s) offered through program: Work-based Learning offered through program: Career Research **Cooperative Education Job Shadowing Advanced Credit Options Key:** CTSO organization(s): Notate above which course has an articulation agreement or concurrent enrollment. AA – Course is approved for Articulation Agreement □ DECA □ FBLA □ FCCLA □ FFA □ CCSA □ HOSA □ SkillsUSA **CE** – Course is offered as Concurrent Enrollment  $\square$  TSA  $\square$  SC<sup>2</sup>

POSTSECONDARY CREDENTIALS					
Certificate(s) offered through program:	Associate Degree(s) offered through program:	Bachelor's Degree(s) program aligns to:	Advanced Degree(s) program aligns to:		
Accounting Clerk Certificate	Accounting AA/AS	Accounting BA/BS	Accounting MA/MS/PhD, MBA		
Postsecondary Program Description:  A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.					
Program Requirements for Entry: http://www.trinidadstate.edu/admissions					
	СТ	E Courses			
Semester 1  ACC 1015 Payroll Accounting  ACC 1021 Accounting Principles I  BUS 1015 Intro to Business  CIS 1055 Complete Spreadsheets:	(software package)	Semester 2  ACC 1022 Accounting Principles II  MAN 1002 Ethics & Values  ACC 1035 Spreadsheet Applications fo  ACC 2045 Computerized Accounting w			

## District/College Review

Secondary Partner			
Print Name:	Title:	Signature:	Date:

Postsecondary Partner

Print Name: Title: Signature: Date: