



Program of Study: Accounting Clerk Certificate

Career Pathway: Business, Marketing & Public Administration

Secondary Partner:

Program Name:

CIP:

Program ID:

Post-secondary Partner: Trinidad State College

Program Name: Accounting Clerk Certificate

CIP: 52.0302

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

High School/Secondary

- ACC 1015 Payroll Accounting CE
- ACC 1021 Accounting Principles I CE
- BUS 1015 Intro to Business CE
- CIS 1055 Complete Spreadsheets: (software package) CE
- ACC 1022 Accounting Principles II CE
- MAN 1002 Ethics & Values CE
- ACC 1035 Spreadsheet Applications for Accounting CE
- ACC 2045 Computerized Accounting with a Professional Package CE

Possibilities of Careers:

13-2082.00: Tax Preparers 43-3031.00: Bookkeeping, Accounting, and Auditing Clerks 43-3051.00: Payroll and Timekeeping Clerks 43-4011.00: Brokerage Clerks 43-9111.00: Statistical Assistants

Employment Demand and Wage Data:

Bookkeeping, Accounting and Auditing Clerks in 2022 for Colorado have a median wage of \$22.05 hourly and \$45,860 annually. Projected trend from 2022 for this pathway indicates 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:

Notate above which course has an articulation agreement or concurrent enrollment.

AA – Course is approved for Articulation Agreement

CE – Course is offered as Concurrent Enrollment

CTSO organization(s):

- DECA FBLA FCCLA FFA CCSA HOSA SkillsUSA
 TSA SC²

