

# Accounting Clerk at South City

## COURSES & HOURS

KACK 0110 Beginning Keyboarding	12
KACK 0130 Ten-Key	40
KACK 0140 Comp. Concepts/Windows	45
KACK 0150 Cust. Service/Life Skills	60
KACK 0160 Keyboard Skill Building	113
KACK 0170 Word Processing (Word)	35
KACK 0180 Business Communications	60
KACK 0190 Presentations (PowerPoint)	30
KACK 0200 Spreadsheets (Excel)	35
KACK 0210 Spreadsheets (Excel)	35
KACK 0220 Accting. (Modules 1 & 2)	120
KACK 0230 Accounting Office Proced.	15
KACK 0240 Comp.-Assisted Account.	35
KACK 0250 QuickBooks	65
KACK 0290 Employment Workshop	15

**Total Program Hours 715**

The Accounting Clerk Program enables students to develop entry-level skills in the office accounting and/or bookkeeping areas. The most up-to-date tools necessary for securing and maintaining employment are emphasized throughout the program. Emphasis is placed on standard accounting office procedures including presentation software (MS PowerPoint), team skills and activities, and exposure to other software packages including MS Outlook. Secretarial accounting, computer-based accounting principles (QuickBooks), ten-key, keyboard skill building, speed and accuracy, customer service/life skills, spreadsheets (MS Excel), and word processing (MS Word) are also emphasized. Business communication skills are also included in the curriculum.

### Occupations in this Area

For state and national occupation information, visit <http://online.onetcenter.org/find/> and enter the following O\*Net code(s):

- 43-3031.00 Bookkeeping, Accounting, and Auditing Clerks
- 43-4071.00 File Clerk
- 43-9061.00 Office Clerk

## QUICK FACTS

Location:  
South City

Program Hours:  
715

Application Fee:  
\$40.00

Total Tuition:  
\$1,251.25

Total Lab Fee:  
\$40.00

Books/Supplies:  
\$635.00

Financial Aid:  
Pell, VA

Information current at time of printing.