Students who want a career that provides opportunities for growth will find Accounting Clerk certificate a great option. Each term of the program provides additional skills preparing students for entry-level positions. Skills from data entry, use of basic accounting systems, business terminology, payroll processing, technology, and spreadsheets are a few of the skills taught to prepare students for job opportunities. Students completing the Accounting Clerk Certificate program can continue on to the Business Management: Accounting AAS degree program to expand their knowledge and skills. Please note: All core (BA) courses must be completed within 5 years of starting the program.

Program Outcomes
At the completion of this program, students should be able to:

- Demonstrate skills in basic data entry and database management
- Apply knowledge of basic accounting systems in business situations
- Communicate using business terminology
- Demonstrate knowledge of payroll processing, terminology and spreadsheets

Note: Students must earn a grade of “C” or better in all accounting classes in order to be awarded an Accounting Clerk certificate.

For the most part, courses that fulfill general education requirements can be taken in any term. Students should work with the faculty adviser(s) to create a custom academic plan based on course placement levels, career goals, and full time/part time status. Admitted students may also log on to Navigate (https://mhcc.campus.eab.com/home/) to start the process of building an academic plan based on this major and can notify an adviser for review.