

PROGRAM INFORMATION

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Accounting Clerk	AC30	900	30	\$14,249

Program Objectives

This program will prepare students to perform the duties and responsibilities required by various positions in the accounting field. Upon completion, the student will have the working knowledge and skills to work at entry level positions such as accounting clerk, invoice-control clerk, payroll clerk, bookkeeper (clerical), cost-accounting clerk, calculating-machine operator, and general clerk. Students will learn to apply basic accounting principles and procedures, demonstrate the ability to use computerized accounting software, use spreadsheets, maintain an employee database, calculate taxes and other deductions, produce paychecks and registers, attain increased speed and accuracy using a calculator, and use the technical terminology of the accounting field. Students gain skills to prepare them for testing for Microsoft Office Specialist certifications (Word and Excel). Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a Graduation Certificate students must complete 100% of the actual program hours and must complete all program competencies within 100% and 150% of the scheduled program hours.

Instructional Equipment

Students in this program will have access to the following equipment for training on a daily basis: 21 Casio calculators, computer systems running Windows 7, MS Office 2016, and QuickBooks 2017, wireless internet, and networked printers.

Program Competencies		Hours
1.	Basic Principles of Accounting	210
2.	Accounting Systems	70
3.	Spreadsheets	70
4.	Payroll	70
5.	Business Math	90
6.	Calculator Skills	70
7.	Keyboarding / Computer Basics	50
8.	Word Processing	70
9.	Communications	100
10.	General Office Skills	70
11.	Job Preparedness	20
12.	Customer Service Skills	10
Total Hours of Instruction		900

Because instruction is personalized, competency completion time may vary among students.

Instructional Materials and Uniforms

The cost of required program books is included in the tuition. In some programs, students may receive two uniform items and protective equipment. Students may purchase additional uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks, CET is able to provide books to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Program Schedule

Schedule for AC30: M – F, 7:00am – 1:30pm