Billing and Posting Clerk
30-101-4 Technical Diploma (less than one-year)

**Program Overview**
Upon completion of this program students will be able to use accounting and office software, perform a variety of tasks including basic accounting data entry, and assist in processing payroll.

**How to Apply**
Complete the online application or contact Student Services. When completing an online application, select the Billing and Posting Clerk program from the program of choice dropdown list.

**Program Outcomes**
Employers will expect Billing and Posting Clerk graduates to be able to:
- Process financial transactions throughout the accounting cycle
- Perform payroll preparation, reporting, and analysis tasks

Employability essentials and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 5 of the college catalog for a list of employability essentials and indicators.

**Career Outlook**
Positions available to students after graduation may include:
- Payroll Assistant
- Payroll Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Bookkeeper
- Accounting Technician

**Curriculum**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10101101</td>
<td>Financial Accounting 1</td>
<td>4</td>
</tr>
<tr>
<td>10101124</td>
<td>Payroll Systems and Accounting ▲</td>
<td>3</td>
</tr>
<tr>
<td>10101174</td>
<td>QuickBooks Accounting - Beginning ▲</td>
<td>2</td>
</tr>
<tr>
<td>10103146</td>
<td>MS Word A</td>
<td>1</td>
</tr>
<tr>
<td>10103151</td>
<td>MS Excel A</td>
<td>1</td>
</tr>
<tr>
<td>10103152</td>
<td>MS Excel B ▲</td>
<td>1</td>
</tr>
<tr>
<td>10103162</td>
<td>MS Access A ▲</td>
<td>1</td>
</tr>
</tbody>
</table>

**Program Requirements**
- Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
- Students must earn a grade point of 2.0 or better in all required (10101XXX) courses.

**Career Pathway Options**
Career Pathways connect progressive levels of coursework to allow students to build upon their education. Each step in the pathway connects with employment options and provides the opportunity for advancement to higher levels. The Billing and Posting Clerk program is a pathway option in the following programs:
- 31-101-1 Accounting Assistant Technical Diploma (page 46)
- 10-101-1 Accounting Associate Degree (page 44)
Course Descriptions

1010101  
Financial Accounting 1 - Credits: 4  
Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

1010124  
Payroll Systems and Accounting - Credits: 3  

1010174  
QuickBooks Accounting - Beginning - Credits: 2  
Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

10103146  
MS Word A - Credits: 1  
Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103151  
MS Excel A - Credits: 1  
Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103152  
MS Excel B - Credits: 1  
Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

10103162  
MS Access A - Credits: 1  
Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

Graduate Employment Information

Billing and Posting Clerk is a new WITC program. No graduate follow-up information is currently available.