

Training & Development Center (TDC)

Course Recommendations

Bookkeeping, Accounting, and Auditing Clerks



Bookkeeping, Accounting, and Auditing Clerks - TDC Course Recommendations

Position Description: Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Skill Level / Competency	Aligned SkillSoft Assets	Course ID	Duration
Knowledge			
Clerical			
	Getting Started with Word 2007	mo_bgwd_a01_dt_enus	1
	Working with Text and Paragraphs in Word 2007	mo_bgwd_a02_dt_enus	2
	Structuring, Editing, Saving, and Opening Documents in Word 2007	mo_bgwd_a03_dt_enus	2
	Printing, Help, and Automated Formatting in Word 2007	mo_bgwd_a04_dt_enus	2
	Working with Documents in Word 2007	mo_bgwd_a05_dt_enus	2
	Using Tables, Charts, and Graphics in Word 2007	mo_adwd_a03_dt_enus	2.5
	Getting Started with Access 2007	mo_bgac_a01_dt_enus	1.5
	Basic Access 2007 Tables	mo_bgac_a02_dt_enus	2.5
	Basic Access 2007 Forms	mo_bgac_a03_dt_enus	2
	Queries and Reports in Access 2007	mo_bgac_a04_dt_enus	2.5
	Programmability and Administration in Access 2007	mo_acpu_a01_dt_enus	1.5
	Database Administration in Access 2007	mo_acpu_a02_dt_enus	3
	Getting Started with Excel 2007	mo_bgex_a01_dt_enus	2
	Manipulating and Formatting Data and Worksheets	mo_bgex_a02_dt_enus	3.5
	Reviewing and Printing in Excel 2007	mo_bgex_a03_dt_enus	1.5
	Excel 2007 Formulas and Functions	mo_bgex_a04_dt_enus	2
	Excel 2007 Charts, Pictures, Themes, and Styles	mo_bgex_a06_dt_enus	1.5
	Getting Started with Outlook 2007	mo_bqol_a01_dt_enus	1.5
	Formatting and Managing E-mail in Outlook 2007	mo_bqol_a02_dt_enus	3
	Using the Calendar in Outlook 2007	mo_bqol_a03_dt_enus	3
	Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	mo_bqol_a04_dt_enus	3
	Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	mo_bqol_a05_dt_enus	2
Computers and Electronics			
	Getting Started with Programming	78978_ENG	3
	Operating Systems	242527_ENG	2.5
	Installing, Configuring, and Troubleshooting PC Components	245875_ENG	2
	Understanding and Maintaining Networks	245877_ENG	2.5
	Maintaining Operating Systems	245878_ENG	3
	Installing and Troubleshooting Printers and Scanners	245879_ENG	1.5
	Adding, Optimizing, and Troubleshooting PC Components	250846_ENG	1.5
	Understanding and Supporting Networks	250847_ENG	1.5
	Managing Operating Systems	250848_ENG	3
	Adding and Fixing Printers and Scanners	250875_ENG	1.5

Customer and Personal Service

Effective Telephone Techniques	COMM0411	5
Making Telephone Calls Count	COMM0412	3.5
Telephone Skills for Business Professionals Simulation	COMM0410	0.5

Economics and Accounting

Accounting Fundamentals	FIN0121	3.5
Financial Statements	fin_01_a04_bs_enus	
The Principles of Financial Management	fin_01_a01_bs_enus	2.5
Introduction to Advanced Finance	FIN0211	3
The Banking Industry Overview: Version 2	indo_01_a06_bs_enus	2.5

English Language

Writing with Intention	COMM0011	4
Avoiding Errors in Usage and Punctuation	COMM0012	4.5
Avoiding Grammatical Errors in Business Writing	COMM0013	4.5
Writing to Reach the Audience	COMM0015	3
Getting the Most from Business Documents	COMM0016	4
Foundations of Grammar	COMM0201	2.5
Understanding Writing Mechanics	COMM0203	2
Punctuating with Skill	COMM0204	2

Law and Government

Industry Overview: Federal Government	indo_02_a12_bs_enus	
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Mathematics

Whole Numbers, Fractions, and Equations	FNDDT0101	4
Decimals and Percents	FNDDT0102	2
Ratios, Averages and Graphs	FNDDT0103	2

Skills**Management of Financial Resources**

Accounting Fundamentals	FIN0121	3.5
Accounting Systems and Closing Activities	FIN0123	2.5
Accounting for Cash Control	FIN0124	3
Creating and Analyzing an Operating Budget	FIN0161	3.5

Mathematics

Whole Numbers, Fractions, and Equations	FNDDT0101	4
Decimals and Percents	FNDDT0102	2
Ratios, Averages and Graphs	FNDDT0103	2

Monitoring

Your Time and You	pd_01_a01_bs_enus	3
Techniques for Improved Time Management	pd_01_a02_bs_enus	2.5
Developing Excellent Time Management Habits	pd_01_a03_bs_enus	3.5

Writing

Writing with Intention	COMM0011	4
Writing to Reach the Audience	COMM0015	3
Getting the Most from Business Documents	COMM0016	4

Abilities**Number Facility**

Whole Numbers, Fractions, and Equations	FNDT0101	4
Decimals and Percents	FNDT0102	2

Oral Expression

Communication Business Etiquette	comm_11_a02_bs_enus	2.5
Overview to Effective Business Communication	ADM0102	3
Using Effective Business Communication	ADM0103	2
Communicating with Power and Confidence	ADM0114	3

Written Expression

Writing with Intention	COMM0011	4
Avoiding Errors in Usage and Punctuation	COMM0012	4.5
Avoiding Grammatical Errors in Business Writing	COMM0013	4.5
Writing to Reach the Audience	COMM0015	3
Foundations of Grammar	COMM0201	2.5
Punctuating with Skill	COMM0204	2