

# ACCOUNTING CLERK, CERTIFICATE OF COMPLETION

The Certificate of Completion Accounting Clerk is designed to prepare students to complete typical accounting clerk responsibilities such as journalizing, posting, assisting with tax, audit and other accounting procedures, preparing reports, communicating results and general office responsibilities.

Career opportunities include accounts payable clerk, accounts receivable clerk and data entry clerk for small and medium-sized service businesses.

All courses in the program transfer to the AAS Accounting as a part of a Career Pathway, to view the Career Pathway click here (<https://www.socc.edu/pathways/roadmapsaz/140-accounting-roadmap>).

## Gainful Employment Disclosure

Southwestern is required by federal regulations to disclose information related to the College's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with certificate programs.

Gainful employment information for the Certificate of Completion Accounting Clerk (<https://www.socc.edu/images/ge/accounting.html>) can be found online.

## Graduation Requirements

Students must complete a minimum of 49 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. One course must be completed at Southwestern before the Certificate of Completion Accounting Clerk is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

## Pre-Program Courses

Students are required to take the following courses *prior to* the program courses, depending on students' college placement information. See advisor for details:

Code	Title	Credits
CIS90	Computer Basics (or demonstrate proficiency)	2
MTH20	Basic Mathematics	4
WR90	Paragraph Fundamentals (or placement in higher writing course)	3-4
or WR90R	Academic Literacy	

## Program Guide

Course	Title	Credits
<b>Fall</b>		
BA101	Introduction to Business	4
BA211	Principles of Accounting I	4
BA284	Job Readiness	1
CIS120	Concepts of Computing	4

WR115	Introduction to Expository Writing (or higher)	3
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Credits		16
<b>Winter</b>		
BA120	Leadership Development <sup>1</sup>	3
BA212	Principles of Accounting II	4
BA222	Finance	3
CIS125S	Spreadsheet Applications	3
MTH82	Business Mathematics <sup>2</sup>	4
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Credits		17
<b>Spring</b>		
BA206	Management Fundamentals	3
BA213	Principles of Accounting III	4
BA217	Accounting Process	3
BA240	Fund Accounting Governmental	3
SP219	Small Group Discussion <sup>3</sup>	3
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Credits		16
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Total Credits		49

<sup>1</sup> BA110 Group Dynamics for Teams, BA285 Human Relations in Organizations; PSY100 Introduction to Psychology, PSY201 General Psychology, PSY201H General Psychology w/Honors, PSY203 General Psychology, or PSY203H General Psychology w/Honors may be substituted for BA120 Leadership Development.

<sup>2</sup> MTH60 Algebra I, MTH65 Algebra II, MTH95 Intermediate Algebra or higher may be substituted for MTH82 Business Mathematics.

<sup>3</sup> SP100 Basic Speech Communications or higher may be substituted for SP219 Small Group Discussion.

## Program Student Learning Outcomes

Upon successful completion of this program the student will be able to:

- Demonstrate an ability to organize workloads to meet reporting deadlines.
- Analyze and record transactions including general accounting transactions and payroll accounting.
- Prepare financial reports using select small business computerized accounting software and spreadsheet programs.
- Communicate effectively in a professional accounting workplace environment.
- Identify and appraise situations in professional accounting where the applications of ethical judgements are required.