BOOKKEEPING CLERICAL, CERTIFICATE OF COMPLETION

The Certificate of Completion Bookkeeping Clerical is a one-year certificate to prepare students for entry into general clerical and bookkeeping positions. This occupation is one of the largest growth occupations in the economy. The large size of this occupation ensures plentiful job openings, including many opportunities for temporary and part-time work.

Graduates of the program are qualified for entry into positions such as: General bookkeeper, accounts receivable, accounts payable, payroll clerk, file clerk, civil service employee, and many general and combination office positions requiring some knowledge of bookkeeping.

Click here (https://www.socc.edu/pathways/roadmapsaz/152-administrative-office-professional) to learn how the Certificate of Completion Bookkeeping Clerical can be a starting point for completion of the AAS Administrative Office Professional degree.

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 Bookkeeping Clerical (https://www.socc.edu/images/ge/bookkeeping.html) can be found online.

Graduation Requirements

Students must complete a minimum of 46 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 Bookkeeping Clerical 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	2
MTH20	Basic Mathematics	4
OA121	Beginning Keyboarding	3
WR90 or WR90R	Paragraph Fundamentals Academic Literacy	3-4

Program Guide

Course	Title	Credits
First Year		
Fall		
BA285	Human Relations in Organizations	3
CIS120	Concepts of Computing	4
CIS125W	Word Processing Applications	3
OA124	Keyboard Skill Building	3
OA220	Electronic Calculators	1
	Credits	14
Winter		
AC2764 or BA212	Small Business Accounting or Principles of Accounting II	4
BA288	Customer Service	3
CIS125S	Spreadsheet Applications	3
MTH82	Business Mathematics [1]	4
OA240	Filing and Records Management	3
	Credits	17
Spring		
BA177	Payroll Records and Accounting	3
BA217	Accounting Process	3
OA116	Office Procedures	3
OA280A	CWE: Office Admin Certification	3
WR121 or WR121H	English Composition [2] or English Composition w/Honors	3
	Credits	15
	Total Credits	46

[1] MTH60 Algebra I, MTH65 Algebra II, MTH95 Intermediate Algebra or higher may be substituted for MTH82 Business Mathematics.

[2] WR115 Introduction to Expository Writing may be substituted for WR121 English Composition.

Program Student Learning Outcomes

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

- Use appropriate computer software applications to record, present, and summarize financial activities.
- Organize and store information at current workplace standards.
- Perform routine bookkeeping tasks for a variety of business entities.
- Maintain basic payroll record keeping.
- Diplomatically, tactfully, and respectfully interact with diverse populations.