

# ACCOUNTING CLERK, ENTRY-LEVEL, CAREER PATHWAY CERTIFICATE OF COMPLETION

The Career Pathway Certificate of Completion: Entry-Level Accounting Clerk provides students with a basic understanding of accounting principles and procedures, computers and accounting software. Upon completion of this certificate, a student will be able to successfully complete on-the-job training for business positions requiring basic accounting clerk responsibilities such as journalizing, posting, assisting with taxes, audit, and other accounting procedures, preparing reports, communicating results and general office responsibilities.

## GRADUATION REQUIREMENTS

Students must complete a minimum of 14 credit hours with a cumulative Grade Point Average (GPA) of 2.0 or better. All courses must be completed with a grade of 'C' or better. One course must be completed at Southwestern before the Career Pathway Certificate of Completion: Accounting Clerk Entry-Level 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).

## PROGRAM STUDENT LEARNING OUTCOMES

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

- 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.

## PROGRAM GUIDE

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
BA101	Introduction to Business	4
BA211	Principles of Accounting I	4
<b>Credits</b>		<b>8</b>
<b>Winter</b>		
CIS125S	Spreadsheet Applications	3
<b>Credits</b>		<b>3</b>
<b>Spring</b>		
BA217	Accounting Process	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>14</b>