

ENTRY-LEVEL BOOKKEEPING, CAREER PATHWAYS CERTIFICATE OF COMPLETION

The Career Pathway Certificate of Completion - Entry-level Bookkeeping provides students with a basic understanding of accounting principles and procedures, computers and the accounting software QuickBooks. Upon completion of this certificate, a student will be ready to take the first level of QuickBooks certification. The student will be able to successfully complete on-the job training for bookkeeping positions requiring basic bookkeeping 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. Six (6) credits must be completed at Southwestern before the Career Pathway Certificate of Completion 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
First Year		
Fall		
BA217	Accounting Process ¹	3
BA211Z	Principles of Financial Accounting	4
Credits		7
Winter		
CIS125S	Spreadsheet Applications	3
BA280	CWE: Business Admin ²	3
Credits		6
Total Credits		13

¹ Must be taken with corequisite BA211Z.

² Requires instructor consent.