

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