

# 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.

## GRADUATION REQUIREMENTS

Students must complete a minimum of 50 credit hours with a minimum cumulative 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).

## 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 judgments are required.

## PROGRAM GUIDE

Course	Title	Credits
<b>Fall</b>		
BA101	Introduction to Business	4
BA211	Principles of Accounting I	4
CIS120	Concepts of Computing	4
MTH82	Business Mathematics <sup>3</sup>	4
<b>Credits</b>		<b>16</b>
<b>Winter</b>		
BA120	Leadership Development <sup>2</sup>	3
BA212	Principles of Accounting II	4
BA222	Financial Management	3
CIS125S	Spreadsheet Applications	3
WR115	Fundamentals of Report Writing <sup>1</sup>	4
<b>Credits</b>		<b>17</b>

<b>Spring</b>		
BA206	Management Fundamentals	4
BA213	Principles of Accounting III	4
BA217	Accounting Process	3
BA240	Fund Accounting	3
COMM219	Small Group Discussion <sup>4</sup>	4
<b>Credits</b>		<b>18</b>
<b>Total Credits</b>		<b>51</b>

<sup>1</sup> A higher writing may be substituted excluding WR241, WR242, WR243, WR250.

<sup>2</sup> BA120, BA285, PSY100, PSY201, PSY202, PSY203, will satisfy this requirement.

<sup>3</sup> MTH60, MTH65, MTH95 or higher, excluding MTH211, may be substituted for MTH82.

<sup>4</sup> SP100 or COMM100Z, SP111 or COMM111Z, SP218 or COMM218Z, SP219 or COMM219 will satisfy this requirement.