

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. Twelve (12) credits must be completed at Southwestern before the 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:

- 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
Fall		
CIS120	Concepts of Computing	4
BA101Z	Introduction To Business	4
BA211Z	Principles of Financial Accounting	4
MTH82	Business Mathematics ³	4
Credits		16
Winter		
BA120	Leadership Development ²	3
BA169Z	Data Analysis Using Microsoft Excel	4
BA212	Principles of Accounting II	4
BA222	Financial Management	3
WR115	Fundamentals of Report Writing ¹	4
Credits		18

Spring		
BA206	Management Fundamentals	4
BA213Z	Principles of Managerial Accounting	4
BA217	Accounting Process	3
BA240	Fund Accounting	3
COMM219	Small Group Discussion ⁴	4
Credits		18
Total Credits		52

¹ A higher writing may be substituted excluding WR241, WR242, WR243, WR250.

² BA120, BA285, PSY100, PSY201Z, PSY202Z will satisfy this requirement.

³ MTH65, MTH95 or higher, excluding MTH211, may be substituted for MTH82.

⁴ COMM100Z, COMM111Z, COMM218Z, COMM219 will satisfy this requirement.