

CERTIFICATE OF COMPLETION ACCOUNTING CLERK

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.

The program provides the student with a basic core of coursework which may be applied toward the AAS Accounting or Business Management/Entrepreneurship.

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 spread sheet programs.
- Communicate effectively in a professional accounting workplace environment.
- Identify and appraise situations in professional accounting where the applications of ethical judgements are required.

GRADUATION REQUIREMENTS

Students must complete a minimum of 49 credit hours with a minimum 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.

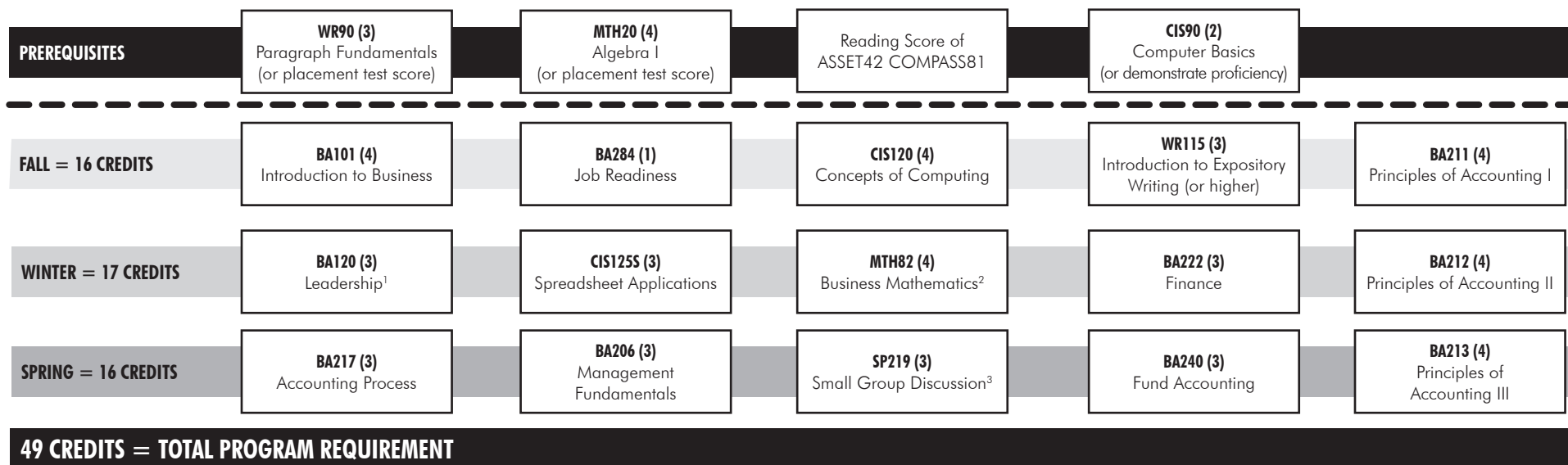
Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

GAINFUL EMPLOYMENT DISCLOSURE

SWOCC is required by federal regulations to disclose information related to SWOCC's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC's certificate programs.

Gainful employment information can be found online at socc.edu/images/ge/accounting.html.

PROGRAM REQUIREMENTS



PROGRAM NOTES

¹BA110, 285; HS150; PSY100, 201, 203 may be substituted for BA120. ³SP100 or higher may be substituted for SP219.

BA120.

²MTH60, MTH95 or higher may be substituted for MTH82.