

# ADMINISTRATIVE OFFICE PROFESSIONAL

## CERTIFICATE OF COMPLETION BOOKKEEPING CLERICAL

The Certificate of Completion Bookkeeping Clerical is a one-year certificate to prepare students for entry into general clerical and bookkeeping positions. This occupation is one of the largest growth occupations in the economy. The large size of this occupation ensures plentiful job openings, including many opportunities for temporary and part-time work.

Graduates of the program are qualified for entry into positions such as: General bookkeeper, accounts receivable, accounts payable, payroll clerk, file clerk, civil service employee, and many general and combination office positions requiring some knowledge of bookkeeping.

The Certificate of Completion Bookkeeping Clerical can be a starting point for completion of the AAS Administrative Office Professional degree.

PROGRAM REQUIREMENTS

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Use appropriate computer software applications to record, present, and summarize financial activities.
- Organize and store information at current workplace standards.
- Perform routine bookkeeping tasks for a variety of business entities.
- Maintain basic payroll record keeping.
- Diplomatically, tactfully, and respectfully interact with diverse populations.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 46 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 Bookkeeping Clerical 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/bookkeeping.html](http://socc.edu/images/ge/bookkeeping.html).

PREREQUISITES	<b>OA121 (3)</b> Keyboarding I	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	<b>MTH20 (4)</b> Basic Mathematics (or placement test score)	Reading Score of ASSET42 COMPASS81	<b>CIS90 (2)</b> Computer Basics (or demonstrate proficiency)
FALL = 14 CREDITS	<b>OA220 (1)</b> Electronic Calculators	<b>OA124 (3)</b> Keyboard Skillbuilding	<b>CIS120 (4)</b> Concepts of Computing	<b>BA285 (3)</b> Human Relations in Organizations	<b>CIS125W (3)</b> Word Processing Applications
WINTER = 17 CREDITS	<b>OA240 (3)</b> Filing/Records Management	<b>AC2764 (4)</b> Small Business Accounting <sup>1</sup>	<b>BA288 (3)</b> Customer Service	<b>MTH82 (4)</b> Business Mathematics <sup>2</sup>	<b>CIS125S (3)</b> Spreadsheet Applications
SPRING = 15 CREDITS	<b>OA280A (3)</b> CWE: Office Administration	<b>WR121 (3)</b> English Composition <sup>3</sup>	<b>BA217 (3)</b> Accounting Process	<b>OA116 (3)</b> Office Procedures	<b>BA177 (3)</b> Payroll Records and Accounting

**46 CREDITS = TOTAL PROGRAM REQUIREMENT**

### PROGRAM NOTES

<sup>1</sup>BA212 may be substituted for AC2764.

<sup>2</sup>MTH60, MTH95 or higher may be substituted for MTH82.

<sup>3</sup>WR115 may be substituted for WR121.