

## CAREER PATHWAY CERTIFICATE OF COMPLETION: ENTRY-LEVEL ACCOUNTING CLERK

The Career Pathway Certificate of Completion: Entry-Level Accounting Clerk provides the student 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.

All courses in the program transfer to the Certificate of Completion Accounting and the AAS Accounting.

PROGRAM REQUIREMENTS

### 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 spread sheet programs.
- Communicate effectively in a professional accounting workplace environment.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 14 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 Career Pathway Certificate of Completion: Entry-Level 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).

