

CERTIFICATE OF COMPLETION ACCOUNTING



The Certificate of Completion Accounting is designed for students who wish to enter the field as a bookkeeper or accounting clerk. This program prepares students to accomplish a wide variety of tasks within the broad area of accounting, including administrative accounting, small business accounting, and entry-level governmental accounting. In addition, this certificate provides students with the necessary foundation for preparing for the American Institute of Professional Bookkeepers (AIPB) certification exam. The courses required for this certificate are applicable toward an Associate of Applied Science Business Management/Entrepreneurship.

PROGRAM STUDENT LEARNING OUTCOMES

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

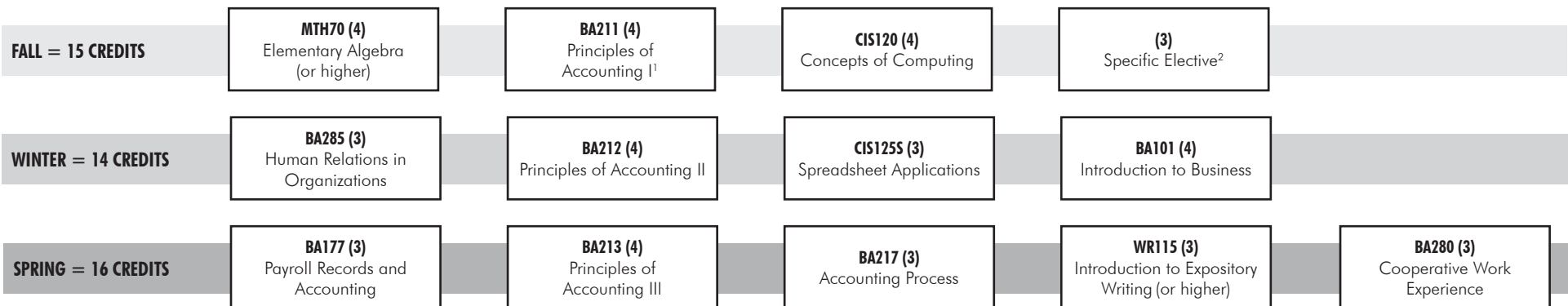
- Identify, analyze, record, and summarize routine economic events using generally accepted accounting principles.

- Prepare commonly-used federal and state payroll and tax documents and reports.
- Demonstrate knowledge of relevant timelines for completion and submission of these documents and reports.

GRADUATION REQUIREMENTS

Students must complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion in Accounting is awarded.

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



45 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹AC2766 and AC2767 may be substituted for BA211.

²Business Management/Entrepreneurship Specific Electives: Any CS/

CIS course not required for the degree including CIS184; OA116; Any BA/AC courses not required for degree; WR214; CRT2015.