

CERTIFICATE OF COMPLETION BOOKKEEPING CLERICAL

Do you need to bring your skills up to date? 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 Associate of Applied Science Administrative Office Professional degree.

PROGRAM STUDENT LEARNING OUTCOMES

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

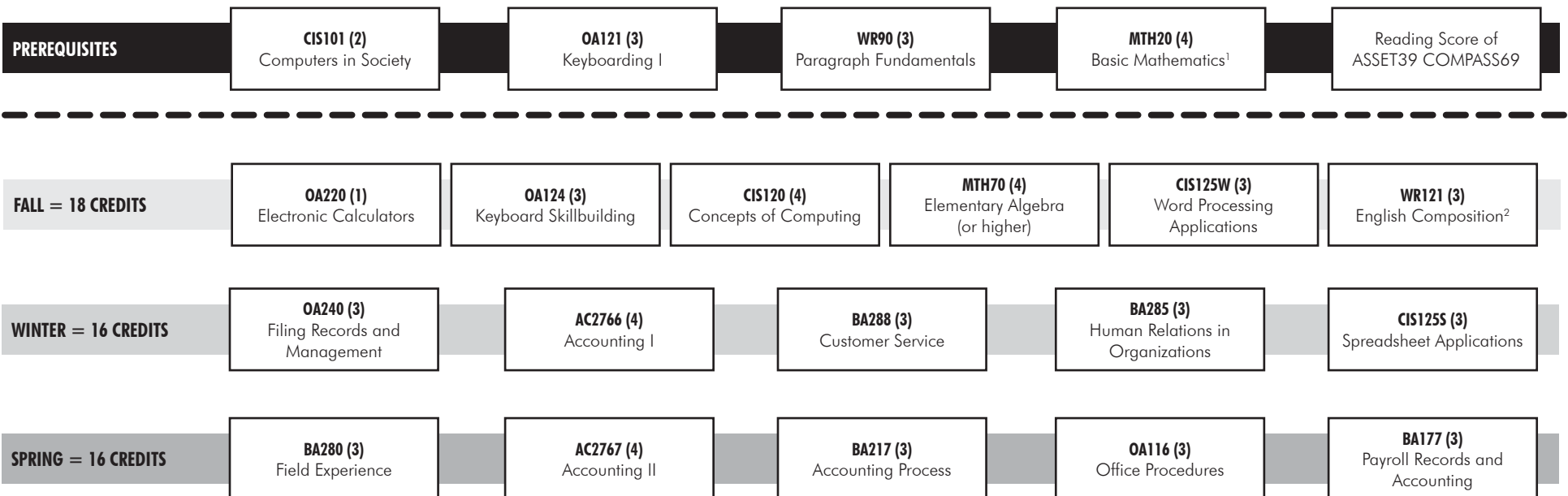
- Use appropriate computer software applications to record, present, and summarize financial activities.
- Organize and store information at current workplace standards.
- Perform routine bookkeeping tasks for a variety of business entities.

- Maintain basic payroll record keeping.
- Diplomatically, tactfully, and respectfully interact with diverse populations.

GRADUATION REQUIREMENTS

Students must complete a minimum of 50 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 Clerical 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).



50 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹MTH55 may be substituted for MTH20.

²WR115 may be substituted for WR121.