



Internal Certificate **2012-2013**

**Accounting
Elkhorn-Kenosha-Racine Campuses**

**SMALL BUSINESS ACCOUNTING
CERTIFICATE
(90-101-1)**

15 Credits

- All five courses for this certificate are offered traditionally AND via Internet delivery.
- All 15 credits are also part of the Accounting Associate Degree.
- Prereqs. can be waived with department approval.

REQUIRED COURSES

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
101-114	Accounting Principles	4
103-199	PC Basics / Microsoft Office	3
101-143	Payroll Accounting	2
101-104	Income Tax Accounting	4
101-154	Accounting Software Applications	<u>+ 2</u>
	(Prereq. 101-114 or 101-112; 103-199)	15

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.
NOTE: Prerequisites can be waived with departmental approval.