



## 2017-2018 Certificate

**Certificate:**                    **SMALL BUSINESS ACCOUNTING (90-101-1)**

**Credits:**                        **18 Credits**

**Description:**                Students who complete this certificate will be able to compute, classify and record numerical data to keep financial records for a small company. They will proficiently be able to perform any routine calculating, posting and verifying duties primary to maintaining accurate financial records. Students who complete this certificate will be able to obtain employment as accounting clerk, bookkeeper, accounting assistant, accounts receivable/payable clerk or accounting associate for small business.

**Related program:**            Accounting

**Campuses Available:**    Elkhorn, Kenosha, Racine and Online

### REQUIRED COURSES

✓	<u>Semester One</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
☐	101-114 Accounting Principles	4		
☐	101-143 Payroll Accounting	2		
☐	103-143 Computers for Professionals	3	103-142 or Placement Test Score	
☐				
☐				
✓	<u>Semester Two</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
☐	101-104 Income Tax Accounting	4		
☐	101-106 Accounting Spreadsheet Apps	3	101-112 or 101-114; 103-143 or 103-102	
☐	101-154 Accounting Software Applications	2	101-112 or 101-114	
☐				
☐				
☐				
<b>Total Credits</b>		<b>18</b>		

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