



2016-2017 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>
<input type="checkbox"/>	101-114 Accounting Principles	4		
<input type="checkbox"/>	101-143 Payroll Accounting	2		
<input type="checkbox"/>	103-143 Computers for Professionals	3	103-142 or Placement Test Score	
<input type="checkbox"/>				
<input type="checkbox"/>				
✓	<u>Semester Two</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
<input type="checkbox"/>	101-104 Income Tax Accounting	4		
<input type="checkbox"/>	101-106 Accounting Spreadsheet Apps	3	101-112 or 101-114; 103-143 or 103-102	
<input type="checkbox"/>	101-154 Accounting Software Applications	2	101-112 or 101-114	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
Total Credits		18		

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