

# ACCOUNTING



Certificate

Minimum 19 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CACCT

## FIRST SEMESTER

		Credit Hrs
BUS 111**	Intro to Business	3
BUS 115*	Keyboarding	1
BUS 191	Financial Accounting	3
BUS 236	Spreadsheet Applications	3
BUS 297	Business Law I	3
Total Hours		13

## SECOND SEMESTER

		Credit Hrs
BUS 192	Managerial Accounting	3
BUS 193	Computerized Accounting	3
Total Hours		6

\*BUS 115 Keyboarding may be waived or proficiencies if the student has prior keyboarding skills. (If waived, the minimum of 19 semester credit hours is still needed for this Certificate.)

\*\*BUS 111 Intro to Business is typically offered fall and spring semester.

**Fall Only Courses:** BUS 191-Financial Accounting, BUS 236-Spreadsheet Applications, BUS 297-Business Law I

**Spring Only Courses:** BUS 192-Managerial Accounting, BUS 193-Computerized Accounting

**THE BUSINESS LAB** is located in the Learning Center, A-Bldg, 2<sup>nd</sup> floor. This well-equipped lab and adjacent classrooms are updated and maintained for quality training and technical instruction.

Occupational information about this program is available at O\*NET online [www.onetonline.org](http://www.onetonline.org). Once at that website enter the SOC Code that is listed for this program.

O\*NET – SOC Code:

13-2082.00

43-3031.00

43-3051.00

43-4011.00

43-9111.00

43-9111.01

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at [http://www.sic.edu/ge\\_accounting](http://www.sic.edu/ge_accounting).

You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

### Career Opportunities:

Billing Clerk, Payroll and Timekeeping Clerk, Accounts Payable and/or Accounts Receivable Clerk, Banking Clerk.

### Major Employers:

Accounting Firms; Tax Preparation Firms; Banks and Financial Services Firms; Businesses that Hire Payroll Personnel; Wholesale and Retail Firms.