

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

Placement test scores are not required for this program.

*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.)

**IT 119 is a pre-requisite for BUS 193.

Fall Only Course: BUS 236-Spreadsheet Applications,

Spring Only Course: BUS 193-Computerized Accounting

Occupational information about this program is available at O*NET online 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

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.