

START HERE. GO ANYWHERE.



SOUTHERN CAREERS INSTITUTE
BUSINESS ACCOUNTING
SPECIALIST



Call Now 1.833.SCI.TEXAS or Scan the QR Code to Learn More



LEARN IT.

Our Business Accounting Specialist students have the opportunity to train on:

- Accounting principles, theories, concepts, and applications
- Standard accounting tasks at each step of the accounting cycle
- QuickBooks to create standard business reports used for collection, management, and evaluation of information
- Income statements, statement of owner's equity, and balance sheets
- Business risks related internal controls, and/or financial reporting

Graduates may find entry-level employment as:

- Accounting Clerks
- Billing Clerks
- Collection Workers
- Bookkeeping Clerks

2 Schedule options to complete your program*

33
WEEKS

DAY
CLASSES

OR

48
WEEKS

EVENING
CLASSES

*With successful full-time enrollment.

Train to earn the following 18 Skill Badges conveying proficiency in your field:



Accounting Principles



Payables and Receivables



Bookkeeping



Financial Analysis



Payroll



Business Communication



QuickBooks



Business Operations



Microsoft Word



Microsoft Excel



Microsoft Outlook



Database



Customer Service



Professionalism



Words per Minute



Communication



Problem-Solving



Scheduling and Planning



ACC101 **Accounting Foundations**
Introduction to the accounting profession & principles

ACC102 **Accounting II**
Study merchandising business including payables, receivables & payroll

ACC105 **Bookkeeping**
Introduction to information, files & software necessary to set up business financial records

ACC106 **Business Reporting**
Study formal financial information including business reporting, interpretation & analysis

ACC111 **Payroll**
Requirements & regulations relating to the payment of wages, salaries & payroll taxes

BUS101 **Business Communication**
Oral & written communication in a business environment

BUS112 **Computerized Accounting**
Utilize computerized accounting software to record & report financial data

BUS123 **Business Operations**
Focus on basic business concepts & functions including decision-making processes & data

CIS101 **Word Processing**
Basic techniques of electronic word processing & software applications

CIS102 **Spreadsheets**
Basic techniques of electronic spreadsheets & software applications

CIS103 **Application Presentation & Sharing**
Basic techniques of electronic presentation & communication with software applications

CIS114 **Introduction to Databases**
Instruction in database construction, management & use including security of information

CSV103 **Customer Service**
Practice customer service skills in a business setting with problem-solving & critical thinking

JOB103 **Career Readiness**
Integrate learned skills into job search techniques & professional development

KEY101 **Keyboarding**
Introduction to proper touch typing skills

MAC103 **Communication**
Study communication skills in a single or group setting while utilizing informal writing techniques

OFF101 **Office Procedures I**
Practice office procedures using the functionality of business machines in resolving business problems

OFF102 **Office Procedures II**
Explore filing, time management, scheduling, planning & operation of office machines

JOB141 **Externship**
Apply learned skills in a real-world work environment during this 86-hour externship

Included National Certifications*
Taken through a third party provider



Intuit
QuickBooks Online
Certified User*

**Exam fee included in tuition and will be paid if taken within three months of program completion.*

Additional National Certifications**
Taken through a third party provider



Microsoft Office
Specialist Word
(Microsoft 365 Apps)



Microsoft Office
Specialist Excel
(Microsoft 365 Apps)



Microsoft Office
Specialist PowerPoint
(Microsoft 365 Apps)

***Additional Exam fees not included in tuition.*

SPEAK WITH AN ADMISSIONS ADVISOR TODAY! 1.833.SCI.TEXAS or visit SCItexas.edu

Austin Main Campus
1701 W. Ben White Blvd., Ste. 100
Austin, TX 78704

Brownsville Branch Campus
935 North Expressway
Brownsville, TX 78520

Corpus Christi Branch Campus
2422 Airline Rd.
Corpus Christi, TX 78414

Harlingen Branch Campus
1122 Morgan Blvd.
Harlingen, TX 78550

Pharr Branch Campus
1500 North Jackson Rd.
Pharr, TX 78577

San Antonio-North Branch Campus
6963 NW Loop 410
San Antonio, TX 78238

San Antonio-South Branch Campus
238 Southwest Military Dr. Ste. 101
San Antonio, TX 78221

Waco Branch Campus
3700 S IH 35, Ste. A
Waco, TX 76706