

BUILDING LEADERS

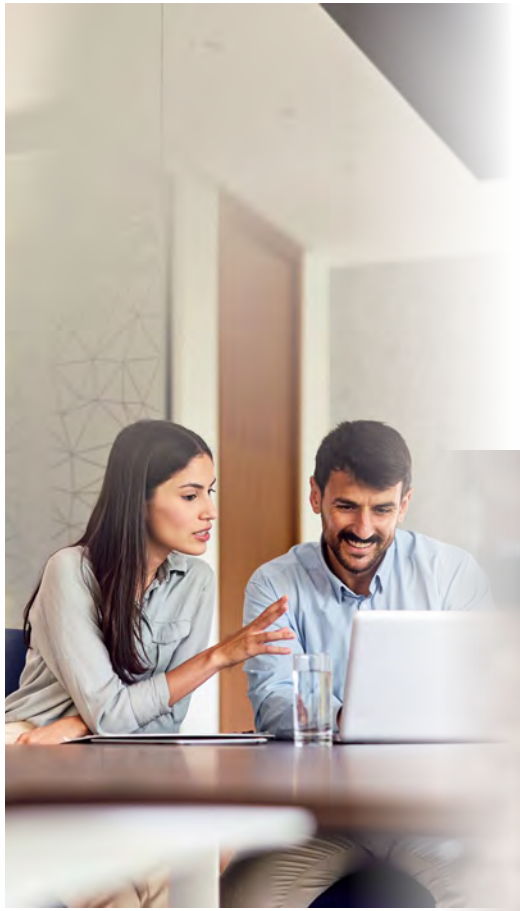
THE SCHOOL OF BUSINESS

PLAYBOOK

PROGRAM FIT ACROSS BUSINESS



- Associate of Applied Science in Management



- Business Accounting Specialist

- Business Administration





INDUSTRY PROFILES

AAS IN MANAGEMENT PATHWAY

SCI AAS in Management

STUDENT OR GRADUATE ENTRY LEVEL

- Service Representative
- Management Trainee

Mid-Level

- Supervisor
- Office Manager
- Facilities Manager

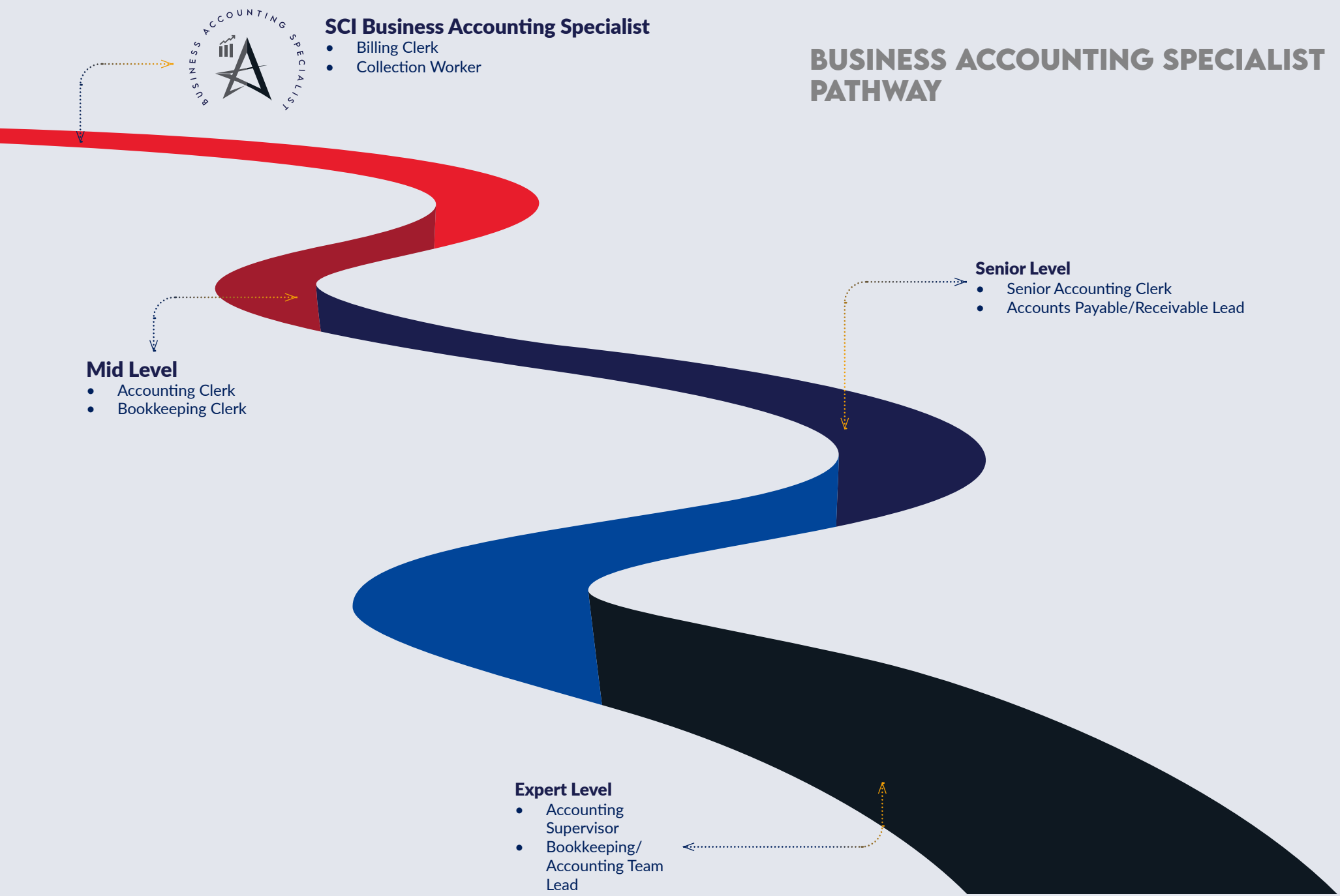
Senior-Level

- General Manager

Large-Scale Operations

- Operations Manager
- Director of Operations

BUSINESS ACCOUNTING SPECIALIST PATHWAY



SCI Business Accounting Specialist
- Billing Clerk
- Collection Worker

Mid Level
- Accounting Clerk
- Bookkeeping Clerk

Senior Level
- Senior Accounting Clerk
- Accounts Payable/Receivable Lead

Expert Level
- Accounting Supervisor
- Bookkeeping/ Accounting Team Lead

BUSINESS ADMINISTRATION PATHWAY

SCI Business Administration
Entry Level
- Coordinator
- Team Lead

Mid Level
- Office Manager
- Senior Manager

Senior Level
- Middle Manger
- Administrative Supervisor

TONE & VOICE

How SCI Talks (Voice, Tone, Style)

STRAIGHTFORWARD, HUMAN AND EMPOWERING

- **Plain-spoken, steady, and respectful:** we sound like experienced business owners and management.
- **People-first language:** talk about students and professionals as people with goals, families, and responsibilities.
- **Concrete > clever:** prefer clear steps, tools, labs, and timelines over slogans or buzzwords.
- **Active, hands-on verbs:** study, train, prepare, build
- **Consistent word choices:** instructors are “knowledgeable” and “experienced,” not “gurus” or “masters.” Use “in as little as [X]” when talking about timelines.
- **Avoid words like:** “ensure, guarantee, or you will”
- **Pathway framing:** “Choose your field → train in business skills → prepare for certifications or endorsements → pursue entry-level opportunities.”
- **Visualize progress:** show what students practice first, what comes next, and how they can use those skills on real job sites.



PROGRAM DESCRIPTIONS

THE SCHOOL OF BUSINESS
SOUTHERN CAREERS INSTITUTE

SOUTHERN CAREERS INSTITUTE
ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT

The Associate of Applied Science in Business Management program prepares students with foundational knowledge and practical skills in business operations and management. Students study principles of management, accounting fundamentals, business communications, marketing, customer relations, and organizational leadership to support effective decision-making and day-to-day business functions in a variety of organizational settings.



LEARN iT.

Our Associate of Applied Science in Management Online Program trains students on:

- General business skills with a focus on accounting
- A broad mix of course work that allows the student to acquire a blend of basic business skills and human understanding to supervise other workers, to plan operations, to establish policies, and to pursue business goals.
- Management training

Our graduates may pursue careers as:

- Supervisors
- General Managers
- Office Managers
- Facilities Managers
- Management Trainees
- Service Representatives

Length of Program*

45 WEEKS
ONLINE CLASSES

With successful full-time enrollment.

Earn the following 25 Skill Badges conveying proficiency in your field:

Accounting Principles, Payables & Receivables, Bookkeeping, Financial Analysis, Payroll, QuickBooks
Business Communication, Business Operations, Microsoft Word, Microsoft Excel, Microsoft Outlook, Database
Customer Service, English, Sociology, Biology, Math, Professionalism
Words per Minute, Communication, Business Principles, Human Resources, Business Law, Problem-Solving, Scheduling & Planning

Discover more information about this program in the **Southern Careers Institute School Catalog** at SCItexas.edu

LEARN iT. DO iT. LIVE iT.

LEARN iT.

ACC101	**Accounting Foundations** Introduction to the accounting profession & principles	CIS114	**Introduction to Databases** Instruction in database construction, management & use including security of information
ACC102	**Accounting II** Study merchandising business including payables, receivables & payroll	CSV103	**Customer Service** Practice customer service skills in a business setting with problem-solving & critical thinking
ACC105	**Bookkeeping** Introduction to information, files & software necessary to set up business financial records	GEN101	**English** Focus on improving writing skills & the four parts of writing
ACC106	**Business Reporting** Study formal financial information including business reporting, interpretation & analysis	GEN104	**Principles of Sociology** Explore the study of society through topics including socialization, culture, social structure, social institutions, social stratification, diversity, & deviance
ACC111	**Payroll** Requirements & regulations relating to the payment of wages, salaries & payroll taxes	GEN105	**Introduction to Biology** Study living systems from the molecular & cellular basis of biology through the structure and function of the whole organism
BUS101	**Business Communication** Oral & written communication in a business environment	GEN107	**Math** Examine the practice application of math in everyday business situations with an emphasis on the number system, integers, algebraic expressions, graphs & data, & basic geometric principles
BUS110	**Management Principles** Concepts of business management & the challenges managers face	JOB103	**Career Readiness** Integrate learned skills into job search techniques & professional development
BUS111	**Human Resources** Functions of human resources in business & industry	KEY101	**Keyboarding** Introduction to proper touch typing skills
BUS112	**Computerized Accounting** Utilize computerized accounting software to record & report financial data	MAC103	**Communication** Study communication skills in a single or group setting while utilizing informal writing techniques
BUS123	**Business Operations** Focus on basic business concepts & functions including decision-making processes & data	MGT120	**Business Law** Examine law in relation to the conduct of business including the nature & source of law, courts, & courtroom procedures
CIS101	**Word Processing** Basic techniques of electronic word processing & software applications	OFF101	**Office Procedures I** Practice office procedures using the functionality of business machines in resolving business problems
CIS102	**Spreadsheets** Basic techniques of electronic spreadsheets & software applications	OFF102	**Office Procedures II** Explore filing, time management, scheduling, planning & operation of office machines
CIS103	**Application Presentation & Sharing** Basic techniques of electronic presentation & communication with software applications		

Included National Certifications*
Taken through a third party provider

Entrepreneurship & Small Business*
Intuit QuickBooks Online Certified User*

*One of these exam fees are 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.

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SCI does not guarantee employment or a starting salary upon graduation, completion, or withdrawal from SCI *Not all campuses offer all programs

AAS Management

Course Code	Course Name	Badge Name	Badge Image	Digital Badge Image	Hard Skills	Soft Skills
ACC101	Accounting Foundations	Accounting Principles	GAAP		Preparation of Journal Entries	Time Management
ACC102	Accounting II	Payables and Receivables	AP | AR		Payables, Receivables, and Bank Reconciliation	Attention to Detail
ACC105	Bookkeeping	Bookkeeping			Chart of Accounts; Calculating Depreciation	Teamwork
ACC106	Business Reporting	Financial Analysis			Internal Controls and Fraud Preventions	Attention to Detail
ACC111	Payroll	Payroll			Payroll, Taxes: Federal and State	Communication
BUS112	Computerized Accounting	QuickBooks			Electronic Accounting Systems	Attention to Detail
BUS101	Business Communication	Business Communication			Business Communications	Communication
BUS123	Business Operations	Business Operations			Business operations: mission and vision statements, standard operating procedures, ensuring sustainable practices, scalability, and community engagement.	Leadership
CIS101	Word Processing	Microsoft Word			Words per minute; Creating & Managing Documents	Application of Skills
CIS102	Spreadsheets	Microsoft Excel			Capturing and recording data using formulas; Building Charts and Graphs	Accuracy, Organization
CIS103	Application Pres. & Sharing	Microsoft Outlook			PowerPoint & Outlook	Communication, Teamwork

AAS Management

Course Code	Course Name	Badge Name	Badge Image	Digital Badge Image	Hard Skills	Soft Skills
CIS114	Introduction to Databases	Database			Database Construction & Management	Adapability
CSV103	Customer Service	Customer Service			Customer Service; Conflict Resolution	Attitude, Image, Reliability
GEN101	English	English			Research, writing skills & the four parts of writing	Communication
GEN104	Principles of Sociology	Sociology			Understanding society and the customer	Teamwork
GEN105	Introduction to Biology	Biology			Basic understanding of living things	Attention to Detail
GEN107	Math	Math			Problem-Solving	Attention to Detail
JOB103	Career Readiness	Professionalism			Career Preparation	Feedback Response, Work Ethic
KEY101	Keyboarding	Words per Minute			Words per minute; Touch Typing	Accuracy
MAC103	Communication	Communication			Individual & Group Communication Skills	Communication
BUS110	Management Principles	Business Principles			Business Leadership	Leadership
BUS111	Human Resources	Human Resources			Human Resource Management	Ethics
MGT120	Business Law	Business Law			Business Law	Adapability
OFF101	Office Procedures I	Problem-Solving			Office Procedures Using Electronic Applications & Resolving Business Problems	Application of Skills
OFF102	Office Procedures II	Scheduling and Planning			Front Office Procedures & Scheduling	Interpersonal Skills

SOUTHERN CAREERS INSTITUTE

BUSINESS ACCOUNTING SPECIALIST

The Business Accounting Specialist program prepares students in bookkeeping and accounting support functions. Students study accounting foundations, payroll, bookkeeping, business reporting, computerized financial reporting, spreadsheets, and database basics to support accounting and financial operations in business environments.



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

LEARN iT.

ACC101	**Accounting Foundations** Introduction to the accounting profession & principles	CIS103	**Application Presentation & Sharing** Basic techniques of electronic presentation & communication with software applications
ACC102	**Accounting II** Study merchandising business including payables, receivables & payroll	CIS114	**Introduction to Databases** Instruction in database construction, management & use including security of information
ACC105	**Bookkeeping** Introduction to information, files & software necessary to set up business financial records	CSV103	**Customer Service** Practice customer service skills in a business setting with problem-solving & critical thinking
ACC106	**Business Reporting** Study formal financial information including business reporting, interpretation & analysis	JOB103	**Career Readiness** Integrate learned skills into job search techniques & professional development
ACC111	**Payroll** Requirements & regulations relating to the payment of wages, salaries & payroll taxes	KEY101	**Keyboarding** Introduction to proper touch typing skills
BUS101	**Business Communication** Oral & written communication in a business environment	MAC103	**Communication** Study communication skills in a single or group setting while utilizing informal writing techniques
BUS112	**Computerized Accounting** Utilize computerized accounting software to record & report financial data	OFF101	**Office Procedures I** Practice office procedures using the functionality of business machines in resolving business problems
BUS123	**Business Operations** Focus on basic business concepts & functions including decision-making processes & data	OFF102	**Office Procedures II** Explore filing, time management, scheduling, planning & operation of office machines
CIS101	**Word Processing** Basic techniques of electronic word processing & software applications	JOB141	**Externship** Apply learned skills in a real-world work environment during this 86-hour externship
CIS102	**Spreadsheets** Basic techniques of electronic spreadsheets & software applications		

Included National Certifications*
Taken through a third party provider

Intuit QuickBooks Online Certified User*

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Business Accounting Specialist

Course Code	Course Name	Badge Name	Badge Image	Digital Badge Image	Badge Description (Hard Skill)	Soft Skill(s)
ACC101	Accounting Foundations	Accounting Principles	GAAP		Preparation of Journal Entries	Time Management
ACC102	Accounting II	Payables and Receivables	AP | AR		Payables, Receivables, and Bank Reconciliation	Attention to Detail
ACC105	Bookkeeping	Bookkeeping			Chart of Accounts; Calculating Depreciation	Teamwork
ACC106	Business Reporting	Financial Analysis			Internal Controls and Fraud Preventions	Attention to Detail
ACC111	Payroll	Payroll			Payroll, Taxes: Federal and State	Communication, Reliability
BUS101	Business Communication	Business Communication	BC		Business Communications	Feedback Response
BUS112	Computerized Accounting	QuickBooks			Electronic Accounting Systems	Attention to Detail
BUS123	Business Operations	Business Operations	BOP		Business operations: mission and vision statements, standard operating procedures, ensuring sustainable practices, scalability, and community engagement.	Feedback Response, Image

Business Accounting Specialist

Course Code	Course Name	Badge Name	Badge Image	Digital Badge Image	Badge Description (Hard Skill)	Soft Skill(s)
CIS101	Word Processing	Microsoft Word			Words per minute; Creating & Managing Documents	Application of Skills
CIS102	Spreadsheets	Microsoft Excel			Capturing and recording data using formulas; Building Charts and Graphs	Accuracy, Organization
CIS103	Application Presentation & Sharing	Microsoft Outlook			PowerPoint & Outlook	Communication, Teamwork
CIS114	Introduction to Databases	Database			Database Construction & Management	Adaptability
CSV103	Customer Service	Customer Service			Customer Service; Conflict Resolution	Attitude, Image, Reliability
JOB103	Career Readiness	Professionalism			Career Preparation	Feedback Response, Work Ethic
KEY101	Keyboarding	Words per Minute			Words per minute; Touch Typing	Accuracy
MAC103	Communication	Communication			Individual & Group Communication Skills	Communication
OFF101	Office Procedures I	Problem-Solving			Office Procedures Using Electronic Applications & Resolving Business Problems	Problem Solving

Business Accounting Specialist						
Course Code	Course Name	Badge Name	Badge Image	Digital Badge Image	Badge Description (Hard Skill)	Soft Skill(s)
OFF102	Office Procedures II	Scheduling and Planning			Front Office Procedures & Scheduling	Application of Skills
JOB141	Externship (final course)	No Badge			Hands On Application of Skills	Work Ethic

The Business Administration program prepares students in core business operations and administrative functions. Students study business communication, office procedures, customer service, accounting fundamentals, computer applications, and organizational practices to support administrative and operational roles in business settings.



LEARN iT.

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- 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
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LEARN iT.

ACC101	**Accounting Foundations** Introduction to the accounting profession & principles	CIS103	**Application Presentation & Sharing** Basic techniques of electronic presentation & communication with software applications
ACC102	**Accounting II** Study merchandising business including payables, receivables & payroll	CIS114	**Introduction to Databases** Instruction in database construction, management & use including security of information
ACC105	**Bookkeeping** Introduction to information, files & software necessary to set up business financial records	CSV103	**Customer Service** Practice customer service skills in a business setting with problem-solving & critical thinking
ACC106	**Business Reporting** Study formal financial information including business reporting, interpretation & analysis	JOB103	**Career Readiness** Integrate learned skills into job search techniques & professional development
ACC111	**Payroll** Requirements & regulations relating to the payment of wages, salaries & payroll taxes	KEY101	**Keyboarding** Introduction to proper touch typing skills
BUS101	**Business Communication** Oral & written communication in a business environment	MAC103	**Communication** Study communication skills in a single or group setting while utilizing informal writing techniques
BUS112	**Computerized Accounting** Utilize computerized accounting software to record & report financial data	OFF101	**Office Procedures I** Practice office procedures using the functionality of business machines in resolving business problems
BUS123	**Business Operations** Focus on basic business concepts & functions including decision-making processes & data	OFF102	**Office Procedures II** Explore filing, time management, scheduling, planning & operation of office machines
CIS101	**Word Processing** Basic techniques of electronic word processing & software applications	JOB141	**Externship** Apply learned skills in a real-world work environment during this 86-hour externship
CIS102	**Spreadsheets** Basic techniques of electronic spreadsheets & software applications		

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Business Administration						
Course Code	**Course Name**	**Badge Name**	**Badge Image**	**Digital Badge Image**	**Badge Description (Hard Skill)**	**Soft Skill(s)**
ACC101	Accounting Foundations	Accounting Principles Skill Badge			Preparation of Journal Entries	Time Management
BUS101	Business Communication	Business Communication Skill Badge			Business Communications	Communication
BUS102	Business Law	Business Law Skill Badge			Business Law	Adaptability
BUS110	Management Principles	Business Principles Skill Badge			Business Leadership	Leadership
BUS111	Human Resources	Human Resources Skill Badge			Human Resource Management	Ethics
BUS112	Computerized Financial Reporting	QuickBooks Skill Badge			Electronic Accounting Systems	Attention to Detail

Business Administration						
Course Code	**Course Name**	**Badge Name**	**Badge Image**	**Digital Badge Image**	**Badge Description (Hard Skill)**	**Soft Skill(s)**
BUS120	Starting Your Own Business	Entrepreneurship Skill Badge			Business Plans	Adaptability
BUS121	Financial Management	Financial Management Skill Badge			Budgeting And Pricing	Attention to Detail
BUS122	Marketing & Sales	Marketing Sales Skill Badge			Marketing And Social Media	Creativity
BUS123	Business Operations	Business Operations Skill Badge			Business Plan	Leadership
CIS101	Word Processing	Microsoft Word Skill Badge			Words Per Minute; Creating & Managing Documents	Application of Skills
CIS102	Spreadsheets	Microsoft Excel Skill Badge			Capturing and Recording Data Using Formulas; Building Charts And Graphs	Accuracy, Organization
CIS103	Application Presentation & Sharing	Microsoft Outlook Skill Badge			PowerPoint & Outlook	Communication, Teamwork

Business Administration						
Course Code	**Course Name**	**Badge Name**	**Badge Image**	**Digital Badge Image**	**Badge Description (Hard Skill)**	**Soft Skill(s)**
CSV103	Customer Service	Customer Service Skill Badge			Customer Service; Conflict Resolution	Attitude, Image, Reliability
JOB103	Career Readiness	Professionalism Skill Badge			Career Preparation	Feedback Response, Work Ethic
KEY101	Keyboarding I	Words Per Minute Skill Badge			Words Per Minute; Touch Typing	Accuracy
MAC103	Communication	Communication Skill Badge			Individual & Group Communication Skills	Communication
OFF101	Office Procedures I	Problem Solving Skill Badge			Office Procedures Using Electronic Applications & Resolving Business Problems	Problem Solving
JOB143	Business Externship (final course)	No Badge			Hands On Application of Skills	Work Ethic

DISCLAIMER

This is a living document. Elements outlined within are subject to change.