

# Small Business Accounting Certificate in Applied Science

## Mission Statement

The mission of the Small Business Accounting Certificate program at Greenville Technical College is to provide students with an introductory knowledge and accounting skills used in the financial recordkeeping of a small business.

## Entrance Requirements:

Acceptable placement test score(s)

## Type of Program:

Day or evening

## Employment Opportunities:

Small businesses, both sales and service companies

- This program provides introductory training in financial recordkeeping for a small business.
- Students must receive a grade of "C" or higher in all courses to be eligible for graduation.
- Courses must be completed within five years or by special permission from the department head.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

ACC	101	Accounting Principles I	3.0
CPT	170	Microcomputer Applications	3.0
ENG	165	Professional Communications*	3.0

### Second Semester

ACC	124	Individual Tax Procedures	3.0
ACC	150	Payroll Accounting	3.0

### Third Semester

ACC	245	Accounting Applications	3.0
ACC	246	Integrated Accounting Software	3.0

**Total Required Credit Hours: 21.0**

\*General education course

Visit <https://www.gvltec.edu/gainful-employment/> for important information about the educational debt, earnings and graduation rates of students who attended programs.