

SMALL BUSINESS ACCOUNTING CERTIFICATE IN APPLIED SCIENCE

ACC 246	Integrated Accounting Software	3
Total Semester Hours		6
Total Required Credit Hours		21

¹ ENG 101 English Composition I and SPC 205 Public Speaking may be taken in lieu of ENG 165.

Program Description

This program provides introductory training in financial recordkeeping for a small business.

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

High school diploma or equivalent.

Type of Program

Day or online

Requirements for Completion

- 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.

Employment Opportunities

Small businesses, both sales and service companies

Visit our web page at <https://www.gvltec.edu/accounting/>.

Recommended Program Schedule

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.

Note: Please contact your advisor for recommended evening schedules.

First Semester		Hours
ACC 101	Accounting Principles I	3
CPT 170	Microcomputer Applications	3
ENG 165	Professional Communications ¹	3
Total Semester Hours		9
Second Semester		
ACC 124	Individual Tax Procedures	3
ACC 150	Payroll Accounting	3
Total Semester Hours		6
Third Semester		
ACC 245	Accounting Applications	3