

# CERTIFICATE REQUIREMENTS

[www.cvtc.edu](http://www.cvtc.edu) – 1-800-547-2882

## *Small Business Accounting Technical Certificate*

*Certificate options will enable students to upgrade accounting skills used in a current job; prepare for employment advancement where accounting knowledge is needed; and obtain entry-level accounting skills used in accounting assistant positions working with accounts receivable, accounts payable, and payroll. Complete all credits from the list below.*

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
101-106	Accounting Spreadsheets and Calculations	4	2	<u>101-111, 103-102</u>
101-111	Accounting I	5	4	
101-121	Payroll Accounting	2	2	<u>101-111</u>
101-150	Accounting Software Applications	5	3	<u>101-111</u>
103-102	Microsoft Office Suite	3	2	
<b>Total Credits</b>			<b>13 cr.</b>	

*A grade of "C" or better is required in all Accounting program courses.*

**TOTAL CREDITS REQUIRED = 13**