Certificate:	**SMALL BUSINESS ACCOUNTING (90-101-1)**
Credits:	**20 Credits**
Description:	Earners of the Gateway Technical College Small Business Accounting certificate are able to compute, classify, and record numerical data to keep financial records for a small company. They are able to perform routine calculating, posting, and verifying duties primary to maintaining accurate financial records. Earners will be proficient in Excel and QuickBooks. Certificate earners can obtain employment as an accounting clerk, bookkeeper, accounting assistant, accounts receivable/payable clerk, or accounting associate.
Related Program:	Accounting

The sequence shown is the recommended path to completion. Courses will be scheduled in the terms indicated here.
All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan.
Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

REQUIRED COURSES
NOTE: Requisites (prereq- before/ coreq-with)
K-D = Kenosha Days, E-D = Elkhorn Days, R-D = Racine Days, O = Online
F=Fall, S=Spring, SU=Summer

✓	Term One	Cr.	Prerequisite	Corequisite	K-D	R-D	E-D	O
	101-114 Accounting Principles	4			F	F	F	F/S/SU
	101-128 QuickBooks Online	3		101-114 OR 101-112	F	F	F	F/S/SU
	103-143 Computers for Professionals	3			F	F	F	F/S/SU
✓	**Term Two**	**Cr.**						
	101-104 Income Tax Accounting	4			S	S	S	F/S/SU
	101-106 Accounting Spreadsheet Apps	3	103-143 OR 103-102		S	S	S	F/S/SU
	101-119 Payroll Accounting	3			S	S	S	F/S/SU
	Total Credits	**20**						

NOTES:
- Evening students may earn this certificate at the Kenosha, Elkhorn, and Racine campuses by taking courses in a modified sequence. Please see your academic advisor for details.
- Students who are interested in continuing into the 10-101-1 Accounting program can earn their associate degree by completing an additional 44 credits. Please see your academic advisor for details.

Students must complete the certificate program with a cumulative GPA of 2.0 or above.