

# Small Business Accounting Certificate



This certificate is designed for individuals who own or are interested in owning a small business, individuals who seek employment in a small business as an entry-level account clerk, or currently employed individuals who need to update their small business accounting skills and knowledge.



## Certificate Courses

**10-101-151**

**Accounting Principles 1 (2 credits)**

**10-101-152**

**Accounting Principles 2 (2 credits)**

**10-101-112**

**Payroll Accounting (3 credits)**

**10-103-101**

**Computer Literacy-MS Windows (1 credit)**

**10-103-126**

**MS Excel, Beginning (1 credit)**

**10-103-155**

**Quickbooks, Basics (1 credit)**

OR

**10-101-165**

**Computerized Accounting**

**10-804-123**

**Math with Business Applications (3 credits)**

A minimum grade of a "C" is required in all classes.

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Dan Groleau, Director of Human Resources  
University Transfer Center - Room 216  
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PO Box 518, Rhineland, WI 54501  
715-365-4449

**For more information:**

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