

Student Name

ID Number

ADVANCED TECHNICAL CERTIFICATE
BOOKKEEPING
2008 - 2009

GENERAL EDUCATION CORE		REQ	COMP	NEED
COMM 101	Principles of Speech OR	3		
COMM 202	Interpersonal Communications			
HRPT 184	Diversity in Organizations OR	3		
HRPT 185	Human Relations in Organizations			
TOTAL		6		

PROGRAM REQUIREMENTS		REQ	COMP	NEED
ACCPT 101	Basic Accounting I	3		
ACCPT 102	Basic Accounting II	3		
ACCPT 105	Payroll Accounting	3		
ACCPT 214	Computerized Accounting	3		
ACCPT 231	Principles of Accounting I	3		
CITPT 102	Computerized Ten-key	1		
CITPT 110	Business Computer Skills	3		
CITPT 212	Spreadsheets & Databases	3		
GNBPT 122	Business English	3		
GNBPT 202	Professional Math Applications	3		
GNBPT 222	Proofreading	3		
GNBPT 245	Business Writing	3		
LAWPT 265	Business Law	3		
MGTPT 205	Small Business Management	3		
MGTPT 211	Credit Management	3		
OFFPT 233	Office Procedures	3		
WRPPT 200	Word Processing	3		
TOTAL		49		

SUMMARY				
GENERAL EDUCATION		6		
PROGRAM REQUIREMENTS		49		
TOTAL		55		

NOTES, SUBSTITUTIONS & WAIVERS

Division Chair _____ Date _____

Advisor _____ Date _____