

Basic Technical Certificate
Bookkeeping/Accounting

Catalog									
Year 1		REQ	COMP	NEED			REQ	COMP	NEED
Semester 1					Semester 2				
ACCPT 101	Basic Accounting I	3			ACCPT 260	Accounting Information Systems	3		
ACCPT 280	Basic Internal Audit Support	3			GNBPT 112	Excel	3		
ACCPT 275	Small Business Formation Fundamentals	3			ACCPT 214	Computerized Accounting	3		
ACCPT 105	Applied Payroll/Accounts Receivable/Accounts Payable	3			ACCPT 102	Basic Accounting II	3		
					ACCPT 299	Capstone: Certified Bookkeeper Prep Course	3		
Total Credits		12			Total Credits		15		

NOTES:

Associates of Applied Science
Bookkeeping/Accounting

Catalog Year: 2024-2025

Year 1		REQ	COMP	NEED			REQ	COMP	NEED
Semester 1					Semester 2				
ENGL 101	College Writing	3			ACCPT 102	Basic Accounting II	3		
MATH	Math Gen Ed	3			ACCPT 105	Applied Payroll/AR/AP	3		
ACCPT 101	Basic Accounting I	3			ACCPT 214	Computerized Accounting	3		
GNBPT 110	Business Computer Skills	3			GNBPT 112	Excel	3		
BUS 101	Intro to Business	3			COMM	Communications GEN ED	3		
Total Credits		15			Total Credits		15		
Year 2									
Semester 3					Semester 4				
AC 231	Principles of Accounting I	3			AC 232	Principles of Accounting II	3		
ACCPT 275 or MGTP 275	Small Business Formation Fundamentals	3			CORE	See Social and Behavioral Ways of Knowing	3		
HRPT 185	Human Relations/Organizations	3			ACCPT 260	Accounting Information Systems	3		
AC 345	Fraud Examination	3			ACCPT 299	Capstone: Certified Bookkeeper Prep Course	3		
ACCPT 280	Basic Internal Audit Support	3			ACCPT 294	Internship: Bookkeeping	3		
Total Credits		15			Total Credits		15		
Total Credit Requirement:					60				

NOTES:

