BOOKKEEPING/ACCOUNTING ATC

Students in the Advanced Technical Certificate in Applied Accounting program will develop critical thinking skills and an understanding of the accounting process used to identify, record, report and analyze business transactions.   The certificate program is intended for individuals that are already employed in an accounting or business capacity and wish to brush up on and strengthen their education and skill set.

Completion of a Technical Skills Assessment is required.

General Education Core

Code	Title	Credits
Core	Oral Communication	3.00
Core	Mathematical Ways of Knowing	3.00
HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS	3.00
Total Credits		**9.00**

Program Requirements

Code	Title	Credits
ACCPT-101	BASIC ACCOUNTING I	3.00
ACCPT-102	BASIC ACCOUNTING II	3.00
ACCPT-105	PAYROLL ACCOUNTING	3.00
ACCPT-214	COMPUTERIZED ACCOUNTING I	3.00
AC-231	PRINCIPLES OF ACCOUNTING I	3.00
AC-232	PRINCIPLES OF ACCOUNTING II	3.00
ACCPT-260	ACCOUNTING INFORMATION SYSTEMS	3.00
ACCPT-285	BASIC INCOME TAX PREPARATION	3.00
ACCPT-294A	INTERNSHIP IN BOOKKEEPING I	3.00
ACCPT-299	BOOKKEEPING/ACCOUNTING CAPSTONE	3.00
BUS-101	INTRODUCTION TO BUSINESS	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-112	EXCEL	3.00
Completion of a Technical Skills Assessment is required		
Total Credits		**39.00**