

ACCOUNTING CERTIFICATE [6165]

24 CREDIT HOURS



SEQUENCE START: ☒ Fall ☐ Spring ☐ Summer

ENROLLMENT: ☒ Full-time ☐ Part-time

COURSE OFFERINGS: ☐ Day ☒ Night ☒ Online ☐ Open Learning / Flex

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ACCT 200 ^P	Financial Accounting	4		
BTEC 115	Business Communication	3		
BUSN 110 ^P	Introduction to Business	3		
CTEC 136 [¥]	Excel Level I	1		
CTEC 137 [¥]	Excel Level II	1		
ACCT 201 ^P	Managerial Accounting		4	
ATEC 130 ^{P**}	QuickBooks Accounting		3	
ATEC 150 ^{**}	Payroll Accounting		3	
BTEC 145	Employment Success Strategies		1	
CTEC 138	Excel Level III		1	
Total Credit Hours		12	12	

* denotes a fall only class

**denotes a spring only class

^P denotes course with a prerequisite or placement requirement

[¥]proficiency exam available

ENROLLED AGENT CERTIFICATE [6166]

10 CREDIT HOURS



SEQUENCE START: ☒ Fall only ☐ Spring ☐ Summer

ENROLLMENT: ☐ Full-time ☒ Part-time

COURSE OFFERINGS: ☐ Day ☒ Night ☐ Online ☐ Open Learning / Flex

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ATEC 205*	Individual Income Taxation (8W1)	3		
ATEC 206 ^p *	Business Income Taxation (8W2)	4		
ATEC 207 ^p *	Ethics, Tax Administration & Planning (8W2)	3		
Total Credit Hours		10	-	-

* fall only class
** spring only class
^p courses with a prerequisite or placement requirement
[‡] courses with a proficiency exam available

BOOKKEEPING CERTIFICATE [6167]

14 CREDIT HOURS



SEQUENCE START: ☒ Fall ☐ Spring ☐ Summer

ENROLLMENT: ☐ Full-time ☒ Part-time (2 semesters)

COURSE OFFERINGS: ☐ Day ☒ Night ☒ Online ☐ Open Learning / Flex

FIRST YEAR	COURSE NAME	CREDIT HOURS		
		FALL	SPRING	SUMMER
ATEC 120 ^P	Accounting Fundamentals	3		
BUSN 130	Computer Applications in Business	3		
CTEC 136 [‡]	Excel I	1		
CTEC 137 [‡]	Excel II	1		
ATEC 130 ^{**}	QuickBooks Accounting		3	
ATEC 150 ^{**}	Payroll Accounting		3	
Total Credit Hours		8	6	

* fall only class

** spring only class

^P courses with a prerequisite or placement requirement

[‡] courses with a proficiency exam available