



2023-2024 GUIDED PATHWAY

Level I Certificate in Bookkeeping

FIRST FALL

16 WEEKS NOTES SCH COMPLETED

FIRST 8 WEEKS NOTES SCH COMPLETED

ACNT 1311 - Intro. to Computerized Accounting 3 ☐

BUSI 1301 - Business Principles FY 3 ☐

SECOND 8 WEEKS NOTES SCH COMPLETED

ACNT 1303 - Introduction to Accounting I 3 ☐

BMGT 1341 - Business Ethics 3 ☐

Total SCH 12

FIRST SPRING

16 WEEKS NOTES SCH COMPLETED

FIRST 8 WEEKS NOTES SCH COMPLETED

ACNT 1329 - Payroll and Business Tax Accounting 3 ☐

POFI 1349 or ITSW 1304 3 ☐

SECOND 8 WEEKS NOTES SCH COMPLETED

ACNT 1313 - Computerized Accounting Applications 3 ☐

Finance Elective  3 ☐

Total SCH 12

**The following summer classes can also
be taken during any fall or spring semester.**

SUMMER NOTES SCH COMPLETED

Business Elective  3 ☐

Soft Skills Elective  3 ☐

Total SCH 6

Graduation SCH 30

Definition of Notes



Must successfully complete the course in order to progress in the Level I Bookkeeping certificate

FY

Course will be offered on a continuous basis so that a student can take the course in any fall and spring semester.



[Click here for list of elective courses.](#)



[Apply for graduation for Level I Certificate in Bookkeeping](#)

Helpful Links

[Expenses and Scholarships](#) [Business Website](#)
[Financial Aid Information](#) [ACNT Courses](#)

Transfer Outlook

The AAS Accounting (ACCT) prepares students with the theoretical understanding and practical skills necessary to transfer into a bachelor's program or begin work as an accounting clerk. This degree trains students to see the "big picture" while learning many of the practical everyday tasks that a professional accountant or clerk would perform.

Career Outlook

Accounting Clerk - \$26,713* w/Certificate

*Based on entry-level jobs in Central Texas