



2020-2021 GUIDED PATHWAY

Level I Certificate in Bookkeeping

FIRST FALL			
16 WEEKS	NOTES	SCH	COMPLETED
FIRST 8 WEEKS			
ACNT 1311 - Intro. to Computerized Accounting		3	<input type="checkbox"/>
BUSI 1301 - Business Principles	FY	3	<input type="checkbox"/>
SECOND 8 WEEKS			
ACNT 1303 - Introduction to Accounting I		3	<input type="checkbox"/>
BMGT 1341 - Business Ethics		3	<input type="checkbox"/>
Total SCH		12	

FIRST SPRING			
16 WEEKS	NOTES	SCH	COMPLETED
FIRST 8 WEEKS			
ACNT 1329 - Payroll and Business Tax Accounting		3	<input type="checkbox"/>
POFI 1349 or ITSW 1304		3	<input type="checkbox"/>
SECOND 8 WEEKS			
ACNT 1313 - Computerized Accounting Applications		3	<input type="checkbox"/>
Finance Elective		3	<input type="checkbox"/>
Total SCH		12	

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

SUMMER	NOTES	SCH	COMPLETED
Business Elective		3	<input type="checkbox"/>
Soft Skills Elective		3	<input type="checkbox"/>
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](#)

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.

Helpful Links

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

Career Outlook

Accounting Clerk - \$25,104* w/Certificate

*Based on entry-level jobs in Central Texas