

Accounting Technician (BP/EP) Diploma

Semester Sequence

Offered at Brooklyn Park and Eden Prairie

First Semester

ACCT1102	Principles of Accounting I	4
ACCT1111	Payroll Accounting	3
ACCT1125	Excel	3
	Technical Studies Electives	4
	Choose one of the following:	
COMM1250	Interpersonal Communication	3
COMM1260	Small Group Communication	3
COMM1280	Public Speaking	3

Total Credits 17

Second Semester

ACCT1107	Principles of Accounting II	4
ACCT1130	Computerized Accounting	3
	or	
ACCT1135	QuickBooks	3
	or	
ACCT1150	Sage 50	3
ACCT2155	Financial Accounting	4
ACCT2950	Accounting Skills Assessment	0
BUSN1140	Business Law	3

Total Credits 14

Technical Studies Electives

Any Accounting Careers (ACCT), Business (BUSN), or Information Technology (ITEC) course that is not required for this award may be used as an elective.

Choose a Total of: 4 Credits

Graduation (31 Credits)

Semester listings reflect the recommended sequence. Due to circumstances beyond our control, the information herein is subject to change without notice.

5/16/2024 : BP 2006 / EP 2007