

## 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	3
	Choose one of the following:	
COMM2050	Interpersonal Communication	3
COMM2060	Small Group Communication	3
COMM2130	Public Speaking	3

#### Total Credits 16

#### Second Semester

ACCT1107	Principles of Accounting II	4
ACCT1130	Microsoft Dynamics GP	3
	or	
ACCT1135	QuickBooks	3
	or	
ACCT1150	Sage 50	3
ACCT2155	Financial Accounting	4
ACCT2950	Accounting Skills Assessment	0
BUSN1140	Business Law	3
	General Education Electives	1

#### Total Credits 15

#### Technical Studies Electives

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

#### Choose a Total of: 3 Credits

#### General Education Electives

If a General Education course is required it may not be used as a General Education Elective.

Minnesota Transfer Curriculum (MnTC) may also be used to meet General Education Elective requirements. A complete list of MnTC courses can be found at [www.hennepintech.edu](http://www.hennepintech.edu).

CCDS1000	College Success Seminar	1
CCDS1020	Interviewing Skills	1
CCDS1040	Job Seeking Skills	2
CCDS1100	Student Success	3
COMM1050	Communication in the Workplace	2
COMM1060	Career Portfolio	3
CPLT1000	Computer Keyboarding	2
CPLT1005	Advanced Keyboarding and Document Processing	3
CPLT1100	Computer Essentials	3
CPLT1200	Introduction to Macintosh	3
EMSV1020	CPR/First Aid	1
ENGL1010	Business English	3
ENGL1021	Essay Fundamentals	3
ENGL1026	Writing for Careers	3

MATH1007	Math for the Trades	2
MATH1020	Geometry and Trigonometry	2
MATH1050	Math Pathways Plus for College and Careers	4
MATH1060	Math Pathways for College and Careers	3
MATH1500	Beginning Algebra	3
MATH1650	Mathematical Literacy	4
MATH1700	Intermediate Algebra	3
METS1000	Computers in Manufacturing	3
PHYS1000	Fundamentals of Physics	2

**Choose a Total of: 1 Credit**

**Graduation (31 Credits)**

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

4/14/2020 : BP 2006 / EP 2007