

 SULLIVAN COUNTY COMMUNITY COLLEGE	2025-2026 Contract of Study:	
	Basic Bookkeeping Microcredential And Tax Preparer Microcredential Sequence	
	Name: _____	ID #: _____
	Address: _____	
	Phone: _____	Cell: _____
	Email: _____	Entry: _____

Course #	Course Name	CR	Term/Grade	GE	Notes
Basic Bookkeeping					
<input type="checkbox"/> BUS 1416	Financial Accounting	4			
<input type="checkbox"/> CPT 1207	Computer Applications	3			
7					
Completion Date:		Total Credits Earned:			

Earners of this badge will have acquired skills to perform fundamental bookkeeping practices with respect to the general knowledge and skills necessary to manage bookkeeping entries. Earners have completed coursework in accounting, basic payroll functions, and understanding the various types of computer applications that apply to business.

NOTE: This Microcredential sequence can be stacked into our Business Administration, A.S., Business Administrations, A.A.S, or Business Administration: Marketing, A.A.S or our Accounting Certificate.

Course #	Course Name	CR	Term/Grade	GE	Notes
Tax Preparer					
<input type="checkbox"/> BUS 1416	Financial Accounting	4			
<input type="checkbox"/> CPT 1207	Computer Applications	3			
<input type="checkbox"/> BUS 2460	Federal Income Tax Procedures (Spring Only)	3			
10					
Completion Date:		Total Credits Earned:			

Earners of this badge will be equipped with the fundamental skills to prepare tax returns for individuals and businesses. In addition, earners are well-rounded in accounting practices and various computer applications for basic tax and bookkeeping practices.

NOTE: This Microcredential can be stacked into our Accounting Certificate.

By signing this contract, I commit myself to study and work until I have successfully completed this microcredential sequence. My advisor acknowledges my commitment and pledges to support my endeavors.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____