

ACCOUNTING

Associate of Applied Science Degree

The primary objective of the Associate of Applied Science Accounting program is to provide the opportunity for students to develop high levels of technical and occupational preparation in the discipline of accounting. The two-year program requires course work in financial accounting, managerial accounting, income tax, intermediate accounting, cost accounting, payroll and computerized accounting. Upon graduation, the student will have the educational background for employment at the paraprofessional level. While several of the courses listed below do transfer, this specific program has not been designed for transfer.

This degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP)

Note: If Accuplacer scores indicate a need for mathematics or reading development courses, those courses should be completed before the student enrolls in ACCT 201 Fundamentals of Accounting I. Students have the option of taking both ACCT 175 and ACCT 176 in order to satisfy the requirements of ACCT 201.

Bookkeeping Certificate Program

The Bookkeeping Certificate Program provides educational training to those seeking employment in the specialized area of bookkeeping. The certificate in bookkeeping can be earned in three semesters and is fully transferable to the Associate of Applied Science Degree of Accounting.

Students have the option of taking both ACCT 175 and ACCT 176 in order to satisfy the requirements of ACCT 201.

Option: Upon completion of this certificate program, students will be provided with precise information regarding the National Certified Bookkeeper Examination offered by the American Institute of Professional Bookkeepers. A student must earn a C or higher in all courses in order to meet the requirements of this certificate.

Payroll Accounting Certificate Program

The Payroll Accounting Certificate Program provides educational training to those seeking employment in the specialized area of payroll accounting. The certificate in payroll accounting can be earned in one year and is fully transferable to the Associate of Applied Science Degree of Accounting.

Students have the option of taking both ACCT 175 and ACCT 176 in order to satisfy the requirements of ACCT 201. A student must earn a C or higher in all courses in order to meet the requirements of this certificate.

AAS = Associate of Applied Science

B = Bookkeeping Certificate

P = Payroll Accounting Certificate

1st Semester		AAS	B	P
ACCT 201*	Fundamentals of Accounting I OR	4	4	4
ACCT 175*	Fundamentals of Accounting 1A AND	(3)	(3)	(3)
ACCT 176*	Fundamentals of Accounting IB	(3)	(3)	(3)
BADM 114	Introduction to Business	3		
AOAP 115*	Practical Business Math Procedures	3	3	3
AOAP 117*	Business Communication	3	3	3
COSC 125*	Business Microcomputer Applications	3	3	3
ACCT 230	Tax Help I	2		
	Total	18-20	13-15	13-15

2nd Semester		AAS	B	P
ACCT 202*	Fundamentals of Accounting II	4	4	4
ACCT 216*	Spreadsheet Accounting	3	3	3
ACCT 218*	Computerized Accounting	3	3	3
ENGL 111	Freshman Composition	3		
MATH 115	Intermediate Algebra and Applications	4		
ACCT 231	Tax Help II	2		
	Total	19	10	10
3rd Semester		AAS	B	P
ACCT 232*	Income Tax-Individual & Proprietors	3	3	
ACCT 242*	Cost and Managerial Accounting I	3	3	
ECON 251*	Macroeconomics OR			
ECON 252*	Microeconomics	3		
ENGL 218	Advanced Technical Composition	3		
	Humanities/Social Science Elective	3		
	Total	15	6	
4th Semester		AAS	B	P
ACCT 220	Payroll Accounting	3	3	3
ACCT 221*	Intermediate Accounting I	3	3	
BLAW 230*	Business Law	3		
BADM 233*	Principles of Management OR			
ENSB 265*	Small Business Operations	3		
ACCT 280	Cooperative Education OR			
ACCT 255	Certified Bookkeeper (CB) Capstone Course	3	3	
COMM 111	Interpersonal Communications	3		
	Total	18	9	3
	Total Credits	70-72	38-40	26-28

A student must earn a C or higher in all courses designated with an asterisk () to count toward the degree.

ADMINISTRATIVE OFFICE ASSISTANT PROGRAM Certificate

This certificate provides highly specialized educational training to students seeking employment in organizations that need effective office and administrative support. The certificate can be achieved in a short period of time to allow students an opportunity to enter the workforce or further their educational goals while employed. To receive credit for the certificate, students must earn a C or better in all coursework.

1st Semester		
AOAP 110	Records Management	3
AOAP 118	Administrative Office I	3
AOAP 123	Keyboarding	3
AOAP 210	Word Processing	3
COSC 125	Business Microcomputer Applications	3
	Total	15

Continued on next page