

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

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2nd Semester		
ACCT 201	Fundamentals of Accounting I OR	4
ACCT 175	Fundamentals of Accounting 1A AND	(3)
ACCT 176	Fundamentals of Accounting 1B	(3)
AOAP 115	Practical Business Math Procedures	3
AOAP 117	Business Communication	3
AOAP 130	Human and Customer Relations	3
AOAP 219	Administrative Office II	3
	Total	16-18
	Total Credits	31-33

AUTO BODY

Associate of Applied Science Degree and Certificates

The Auto Body program provides the theory, practical knowledge, and skill development necessary for employment in the auto body field. For those already employed, the program provides courses and/or programs to upgrade or allow occupational advancement.

Note: This program requires students to purchase their own tools. To obtain a list of the required tools, contact the program instructor.

Note: A student must earn a grade of C or higher in all courses required for the program in order to receive a degree or certificate.

AAS = Associate of Applied Science

AR = Automotive Refinishing Certificate

NS = Non Structural Collision Repair Certificate

SC = Structural Collision Repair Certificate

Recommended course sequencing for first-time students

1st Semester		AAS	AR	NS	SC
AUBO 119	Sheet Metal Welding	4		4	4
AUBO 121	Non Structural Repair	6		6	6
AUBO 130	Introduction to Automotive Refinishing	5	5		
AUBO 131	Intermediate Automotive Refinishing	5	5		
MATH 113	Math for Technical Careers	3	3	3	3
	Total	23	13	13	13
2nd Semester		AAS	AR	NS	SC
AUTE 113	Basic Electrical	4			
AUBO 122	Advanced Non Structural Repair I	5		5	5
AUBO 123	Advanced Non Structural Repair II	5		5	5
AUBO 132	Automotive Color Adjustment and Blending	5	5		
AUBO 133	Automotive Overall Refinishing	5	5		
ENGL118	Technical Composition		3	3	3
	Total	24	13	13	13