

Business—Accounting (A.A.S.)

Curriculum Code: 0630

Semester Hours Required for Graduation: 62–65

PROGRAM GOALS:

This program prepares students for entry into the accounting profession at a paraprofessional level. Graduates have found jobs as management trainees in wholesaling, retailing, private industry, government, and financial institutions.

PROGRAM OUTCOMES:

- Demonstrate an ability to utilize generally accepted introductory accounting principles.
- Efficiently utilize current technology in accounting activities.
- Adhere to ethical guidelines governing the conduct of accountants.
- Demonstrate proficiency in written and oral communication.

ACADEMIC PREPARATION:

It is highly recommended that the following criteria be met to begin this program, and it is **REQUIRED** by the completion of 24 credits:

12th-grade reading level is required (readiness to begin EN 101 – Composition). (A score of 80 or higher on the placement exam is required.)

Competency in mathematics fundamentals is required: Elementary Algebra is recommended.

LIBERAL ARTS REQUIREMENTS

21–23 Semester Hours

EN 101	Composition	3
EN 102	Composition and Literature	3
HU ELE	Humanities Elective	3
MA ELE	Mathematics Elective	3–4
SC ELE	Science Elective	3–4
SL ELE	Social Science Electives	6

PROGRAM REQUIREMENTS

39 Semester Hours

AC 101	Financial Accounting	3
AC 102	Managerial Accounting	3
BU ELE	Business Electives	6
BU 103	Foundations of Business	3
BU 105	Business Communications	3
BU 107	Business Law I	3
BU 116	Quickbooks	3
BU 150	Financial Planning	3
BU 220	Business Ethics	3
CS ELE	Computer Science Elective	
	<i>or</i>	
CI ELE	Computer Information Elective	3
GN ELE	General Electives	3
MK 101	Principles of Marketing	3

PHYSICAL EDUCATION REQUIREMENTS

2-3 Semester Hours

PE ELE	Physical Education Electives	
	<i>or</i>	
HE ELE	Health Electives	2–3

Grand Total **62–65**

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SUGGESTED PROGRAM SEQUENCE

1st Semester

AC 101	Financial Accounting	3
BU 103	Foundations of Business	3
EN 101	Composition	3
MA ELE	Mathematics Elective	3–4
MK 101	Principles of Marketing	3
PE ELE	Physical Education Elective	
	<i>or</i>	
HE ELE	Health Elective*	1–3
Total		16–19

2nd Semester

AC 102	Managerial Accounting	3
BU 105	Business Communications	3
BU 107	Business Law I	3
CS ELE	Computer Science Elective	
	<i>or</i>	
CI ELE	Computer Information Elective	3
EN 102	Composition and Literature	3
PE ELE	Physical Education Elective	
	<i>or</i>	
HE ELE	Health Elective*	1–3
Total		16–18

3rd Semester

BU 116	Quickbooks	3
BU 150	Financial Planning	3
GN ELE	General Elective	3
SC ELE	Science Elective	3–4
SL ELE	Social Science Elective	3
Total		15–16

4th Semester

BU 220	Business Ethics	3
BU ELE	Business Elective	6
HU ELE	Humanities Elective	3
SL ELE	Social Science Elective	3
Total		15

** Either one 3-semester-hour health course or one 3-semester-hour physical education course or two courses of any combination of HE or PE will satisfy the PE requirement.*

Career Opportunities: Bookkeeper, full-charge bookkeeper, accounting technician, accounting associate, accounting clerk, accounts payable or receivable clerk, junior auditor or junior accountant, assistant office manager, assistant accounting clerk, junior clerk, cost accounting clerk, payroll clerk, and purchasing agent.