

Business – Accounting (A.A.S.)

Curriculum Code: 0630

Semester Hours Required for Graduation: 61

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 LEARNING 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.
- Demonstrate an understanding of business operations including management, economic principles, and finance.

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. Placement test scores must indicate readiness to begin EN 101-Composition.

Competency in mathematics fundamentals is required. Pre-Algebra or Pre-Statistics is recommended.

LIBERAL ARTS REQUIREMENTS

21 Semester Hours

EN 101	Composition	3
EN 102	Composition and Literature or	
EN 105	Technical Writing	3
HU ELE	Humanities Elective	3
MA ELE	Mathematics Elective	3
SC ELE	Science Elective	3
SL ELE	Social Science Electives	6

PROGRAM REQUIREMENTS

40 Semester Hours

AC 101	Financial Accounting	3
AC 102	Managerial Accounting	3
AC 116	QuickBooks	3
BU ELE	Business Electives	6
BU 103	Foundations of Business	3
BU 105	Business Communications	3
BU 150	Financial Planning	3
BU 209	Business Professional Development	2
BU 220	Business Ethics	3
CE 101	College Experience	1
CI 150	EXCEL	3
CS ELE	Computer Science Elective or	
CI ELE	Computer Information Elective	3
CP 101	Job Search Preparation	1
GN ELE	General Electives	3

Minimum Credits 61

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SUGGESTED PROGRAM SEQUENCE

1st Semester

AC 101	Financial Accounting	3
BU 103	Foundations of Business	3
CE 101	College Experience	1
CI 150	EXCEL	3
EN 101	Composition	3
MA ELE	Mathematics Elective	3
Total		16

3rd Semester

AC 116	QuickBooks	3
BU 150	Financial Planning	3
BU 209	Business Professional Development	2
CP 101	Job Search Preparation	1
SC ELE	Science Elective	3
SL ELE	Social Science Elective	3
Total		15

2nd Semester

AC 102	Managerial Accounting	3
BU 105	Business Communications	3
CS ELE	Computer Science Elective	
	or	
CI ELE	Computer Information Elective	3
EN 102	Composition and Literature or	
EN 105	Technical Writing	3
GN ELE	General Elective	3
Total		15

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

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.