ACCOUNTING

Associate of Applied Science - Accounting (AAS)

The Accounting Associate of Applied Science degree prepares students to enter many types of entry-level positions in the field of accounting and/or non-accounting. Job responsibilities may involve aiding upper-level managers, accountants, and auditors by performing accounting, administrative/human resources, and bookkeeping duties. Other functions include compiling data required for management, creating governmental reports, and processing accounting data using various accounting software systems. While the AAS degree is not fully designed to transfer to a four-year university, it can serve to fulfill several transfer course requirements.

Certificate - Professional Bookkeeper

The Bookkeeper Certificate program provides students with the skills and knowledge to gain proficiency in performing any combination of routine calculating, posting, and verifying duties to support an organization's bookkeeping function. The program prepares students to obtain primary financial data for use in maintaining accounting records using journals, ledgers, or computers, leading up to the creation of financial statements.

Stackable Credentials

- Associate of Applied Science - Accounting - (Full-Time)
- Certificate - Professional Bookkeeper - (Full-Time)

Full-Time Schedules

Certificate - Professional Bookkeeper (Full-Time)

Associate of Applied Science - Accounting (Full-Time)

Certificate - Professional Bookkeeper

Level One Certificate

Full-Time Student Schedule

Course	Title	Semester Credit Hours
First Year		
Semester #1		
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
	Semester Credit Hours	**9**
Semester #2		
ACNT 1313	Computerized Accounting Applications	3
POFT 1321	Business Math	3
BUSI 2301	Business Law	3
	Semester Credit Hours	**9**
	Total Semester Credit Hours	**18**

Associate of Applied Science - Accounting

Full-Time Student Schedule

Course	Title	Semester Credit Hours
First Year		
Semester #1		
ACNT 1303	Introduction to Accounting I	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
POFT 1321	Business Math	3
	Semester Credit Hours	**15**
Semester #2		
ACCT 2301	Principles of Financial Accounting	3
ACNT 1313	Computerized Accounting Applications	3
BMGT 1327	Principles of Management	3
BUSI 2304	Business Report Writing and Correspondence	3
MATH 1324	Math for Business and Social Science	3
	Semester Credit Hours	**15**
Semester #3		
ACCT 2302	Principles of Managerial Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
BUSI 2301	Business Law	3
HRPO 1311	Human Relations	3
PHIL 2306	Introduction to Ethics	3
	Semester Credit Hours	**15**
Semester #4		
BUSG 2309	Small Business Management/ Entrepreneurship	3
ECON 2301 or ECON 2302	Principles of Macroeconomics or Principles of Microeconomics	3
POFT 1300 or ACNT 1382	Career Exploration/Planning or Cooperative Education - Accounting Technician	3
PSYC 2301	General Psychology	3
ACNT 2302	Accounting Capstone	3
	Semester Credit Hours	**15**
	Total Semester Credit Hours	**60**