

Associate of Applied Science

A.A.S. Accounting Technology

This two-year (60 credit) program designed to provide students with the skills necessary to perform fundamental accounting functions within a business. Students will be prepared for employment in general accounting occupations. This degree can be completed online.

Upon completion of the program, students will be able to:

- Identify and explain the elements of the accounting cycle
- Prepare and interpret financial statements according to generally accepted accounting principles
- Demonstrate use of accounting software
- Compute payrolls and prepare basic payroll tax forms
- Prepare basic income tax returns
- Communicate professionally, both orally and in writing

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites and should consult their advisor regarding the order in which to take courses. [General Education Elective Courses](#).

First year Fall Semester	
CAPP 131 Basic MS Office	3 credits
WRIT 122 Intro to Business Writing, or Written Communication elective	3 credits
M 108 Business Math	3 credits
ACTG 201 Principles of Financial Accounting	4 credits
Electives	3 credits
Total	16 credits
First Year Spring Semester	
Oral Communication elective	3 credits
CAPP 151 MS Office	3 credits
ACTG 202 Principles of Managerial Accounting	4 credits
ACTG 180 Payroll Accounting	3 credits
COLS 111 Career Development and Interpersonal Skills	1 credits
Total	14 credits
Second Year Fall Semester	
ACTG 211 Income Tax Fundamentals	3 credits
BMGT 215 Human Resource Management	3 credits
BMKT 225 Marketing	3 credits
BGEN 235 Business Law	3 credits
CAPP 156 MS Excel	3 credits
Total	15 credits

Second Year Spring Semester	
BFIN 205 Personal Finance	3 credits
ACTG 215 Found. of Government & Not for Profit Accounting	3 credits
ACTG 205 Computerized Accounting	3 credits
BGEN 298 Business Internship	3 credits
Electives	3 credits
Total	15 credits
Program Total	60 credits