



A.A.S.

Associate of Applied Science
(Two-year program)



ACCOUNTING TECHNOLOGY

Why 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

START HERE — Go Anywhere





ACCOUNTING TECHNOLOGY

Degree Requirements

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.

First Year

Fall Semester: 16 Credits

CAPP 131 Basic MS Office 3
WRIT 122 Intro to Business Writing 3 -OR-
Written Communication Elective 3
M 108 Business Math 3
ACTG 201 Principles of Financial Accounting 4
Electives 3

Spring Semester: 14 Credits

Oral Communication Elective 3
CAPP 151 MS Office 3
ACTG 202 Principles of Managerial Accounting 4
ACTG 180 Payroll Accounting 3
COLS 111 Career Development and
Interpersonal Skills 1

Second Year

Fall Semester: 15 Credits

ACTG 211 Income Tax Fundamentals 3
BMGT 215 Human Resource Management 3
BMKT 225 Marketing 3
BGEN 235 Business Law 3
CAPP 156 MS Excel 3

Spring Semester: 15 Credits

BFIN 205 Personal Finance 3
ACTG 215 Foundations of Government & Not for
Profit Accounting 3
ACTG 205 Computerized Accounting 3
BGEN 298 Business Internship 3
Electives 3

TOTAL CREDITS

60

