

# ACADEMIC PROGRAMS

## ACCOUNTING

### ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisor: Jon Nitschke

**NOTE: This program is under review. Please contact the Program Advisor for more information.**

Upon completion of the Accounting Degree program students will be prepared for employment in general accounting occupations. They will be prepared to work in public, private, or governmental agencies as accounting clerks, accounting technicians, bookkeepers, accounting support personnel, or payroll assistants.

#### OUTCOMES: GRADUATES ARE PREPARED TO:

- Prepare financial records for a business.
- Prepare and interpret financial statements of a business while applying generally accepted accounting principles.
- Understand internal controls necessary in business organizations.
- Perform accounting functions for sole proprietorships, partnerships and corporations.
- Use computerized accounting software.
- Communicate professionally, both orally and in writing.
- Compute payrolls and prepare basic federal and state payroll tax forms and returns.
- Prepare basic income tax returns for individuals and businesses using commercial tax preparation software.

#### ESTIMATED RESIDENT PROGRAM COST:

Tuition and Fees .....	\$6024
Application Fee.....	30
Books/Supplies.....	2275
TOTAL.....	\$8329

#### FALL SEMESTER 1

Course	No.	Title	Credits	Grade
ACTG	101	Accounting Procedures I	3+	_____
BUS	106	Introduction to Business	3+	_____
COMM	135	Interpersonal Communication	3+	_____
CAPP	120	Introduction to Computers	3+	_____
WRIT	101**	College Writing I	3+	_____
OO	107	Keyboarding Basics	3+	_____
		Subtotal	18	

#### SPRING SEMESTER 1

Course	No.	Title	Credits	Grade
ACTG	102*	Accounting Procedures II	3+	_____
ACTG	180*	Payroll Accounting	3+	_____
CAPP	101*	Short Courses: The Internet	2+	_____
M	108**	Business Mathematics	4+	_____
M	121**	College Algebra <b>OR</b>		
M	152**	Precalculus Algebra	4+	_____
CAPP	105	Short Courses: Computer Calculators	1+	_____
		Subtotal	17	

#### FALL SEMESTER 2

Course	No.	Title	Credits	Grade
ACTG	201*	Principles of Financial Accounting	3+	_____
ACTG	205*	Computerized Accounting	3+	_____
BUS	255*	Legal Environment	3+	_____
CAPP	156*	MS Excel	3+	_____
WRIT	122**	Intro to Business Writing <b>OR</b>		
WRIT	220*	Business and Professional Writing	3+	_____
		Subtotal	15	

#### SPRING SEMESTER 2

Course	No.	Title	Credits	Grade
ACTG	202*	Principles of Managerial Accounting	3+	_____
ACTG	211*	Income Tax Fundamentals	3+	_____
CAPP	158*	MS Access	3+	_____
CAPP	154*	MS Word	3+	_____
OO	220	Preparing Resumes <b>OR</b>		
OO	221	Interviewing for Jobs	1+	_____
		Electives (see below)	3	_____
		Subtotal	16	

#### SUGGESTED ELECTIVES

Course	No.	Title	Credits	Grade
BUS	249	Global Marketing	3	_____
BUS	230*	Management	3	_____
CAPP	112*	Short Courses: MS Powerpoint	1	_____
CIT	229*	Web Page Construction	3	_____
CIT	231*	Web Page Design	3	_____
CIT	250*	Web Page Programming	3	_____
CIT	280*	Desktop Publishing	3	_____
STAT	216**	Introduction to Statistics	4	_____
STAT	217**	Intermediate Statistical Concepts	3	_____

#### TOTAL PROGRAM CREDITS – 61 ~

~ Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

## ACCOUNTING ASSISTANT

### CERTIFICATE OF APPLIED SCIENCE DEGREE

Advisor: Jon Nitschke

**NOTE: This program is currently under review. Please contact program advisor for more information.**

All credits earned in completion of the certificate may be applied toward the Associate of Applied Science degree in Accounting.

Upon completion of the Accounting Assistant program students will be prepared for entry-level employment in accounts receivable, accounts payable, payroll, and general accounting.

#### OUTCOMES: GRADUATES ARE PREPARED TO:

- Process daily accounting transactions, journals, and ledgers and handle other entry-level accounting functions.
- Prepare basic financial statements.
- Prepare payrolls for a business.
- Manage cash and accrual accounting procedures.
- Use business computer application software.
- Communicate professionally, both in person and in writing.
- Solve basic business problems.

#### ESTIMATED RESIDENT PROGRAM COST:

Tuition and Fees .....	\$4518
Application Fee.....	30
Books/Supplies.....	1150
TOTAL.....	\$5698

#### FALL SEMESTER 1

Course	No.	Title	Credits	Grade
ACTG	101	Accounting Procedures I	3+	_____
CAPP	120	Introduction to Computers	3+	_____
WRIT	101**	College Writing I	3+	_____
M	108**	Business Mathematics	4+	_____
OO	107	Keyboarding Basics	3+	_____
		Subtotal	16	

#### SPRING SEMESTER 2

Course	No.	Title	Credits	Grade
ACTG	102*	Accounting Procedures II	3+	_____
ACTG	180*	Payroll Accounting	3+	_____
COMM	135	Interpersonal Communication	3+	_____
OO	173*	Computer Calculators	1+	_____
CAPP	154*	MS Word	3+	_____
CAPP	156*	MS Excel	3+	_____
		Subtotal	16	

#### TOTAL PROGRAM CREDITS – 32 ~

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.