

If you plan to transfer to a four-year college or university to complete a major in accounting, you should consider the AA degree with a business emphasis. Consult with an accounting faculty advisor early in your college career to explore all your educational options. You must earn a C or better in all accounting courses to graduate with a degree or certificate in accounting.

Degrees: Associate of Applied Science

**Accounting Paraprofessional
Accounting Technician**

Certificates:

**Bookkeeping Clerk
Accounting Clerk**

AAS Degree

Accounting Paraprofessional

This program prepares you to work as an accounting paraprofessional or accounting assistant.

Required Courses	Credits
ACC 121 Accounting Principles I	4
ACC 122 Accounting Principles II	4
ACC 135 Spreadsheet Applications for Accounting	3
ACC 138 Payroll and Sales Tax	3
ACC 211 Intermediate Accounting I	4
ACC 212 Intermediate Accounting II	4
ACC 245 Computerized Accounting with a Professional Package	3
BTE 108 Ten-Key by Touch or faculty advisor-approved elective	1
BUS 115 Introduction to Business	3
BUS 116 Personal Finance or faculty advisor approved elective	3
BUS 216 Legal Environment of Business	3
BUS 217 Business Communication & Report Writing	3
CIS 145 Complete PC Database: Access	3

Faculty advisor-approved business electives 4

Required General Education Courses:	
COM 105 Career Communication or COM 125 Interpersonal Communication	3
ENG 121 English Composition I	3
MAT 107 Career Math/Business or any higher MAT course	3

Credit from two of the following areas:
Social and Behavioral Science, Arts and Humanities, Physical and Life Sciences 6
Total Credits 60

AAS Degree

Accounting Technician

This program prepares you to perform bookkeeping and accounting tasks.

Required Courses	Credits
ACC 101 Fundamentals of Accounting or faculty advisor-approved elective	3
ACC 121 Accounting Principles I	4
ACC 122 Accounting Principles II	4
ACC 135 Spreadsheet Applications for Accounting	3
ACC 138 Payroll and Sales Tax	3
ACC 245 Computerized Accounting with a Professional Package	3
BTE 108 Ten-Key by Touch or faculty advisor approved elective	1
BUS 115 Introduction to Business	3
BUS 116 Personal Finance or faculty advisor approved elective	3
BUS 216 Legal Environment of Business	3
BUS 217 Business Communication & Report Writing	3
CIS 135 Complete PC Word Processing	3
CIS 145 Complete PC Database: Access	3
Faculty advisor-approved business electives	6
General Education Courses Required:	
COM 105 Career Communication or COM 125 Interpersonal Communication	3
ENG 121 English Composition I	3
MAT 107 Career Math/Business or any higher MAT course	3

Credit from two of the following areas:
Social and Behavioral Science, Arts and Humanities, Physical and Life Sciences 6

Total Credits 60

Certificate

Bookkeeping Clerk

Completing this program prepares you to perform entry-level bookkeeping and accounting tasks.

Required Courses	Credits
ACC 101 Fundamentals of Accounting or ACC 121 Accounting Principles I	3 or 4
ACC 138 Payroll and Sales Tax	3
BTE 100 Computer Keyboarding or faculty advisor-approved elective	1
BTE 108 Ten-Key by Touch or faculty advisor-approved elective	1
BUS 115 Introduction to Business	3
CIS 118 Introduction to PC Applications	3
Total Credits	14-15

Certificate

Accounting Clerk

Completing this program prepares you to perform a variety of functions in an accounting system. Examples include bookkeeper, inventory clerk, payroll clerk, accounts payable clerk, accounts receivable clerk, and fixed-assets clerk.

Required Courses		Credits
ACC 101	Fundamentals of Accounting or faculty advisor-approved elective	3
ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
ACC 135	Spreadsheet Applications for Accounting	3
ACC 138	Payroll and Sales Tax	3
ACC 245	Computerized Accounting with a Professional Package	3
BTE 100	Computer Keyboarding or faculty advisor-approved elective	1
BTE 108	Ten-Key by Touch or faculty advisor-approved elective	1
BUS 115	Introduction to Business	3
BUS 116	Personal Finance or faculty advisor approved elective	3
CIS 118	Introduction to PC Applications	3
Total Credits		31