

## AAS in Accounting Technician

This degree can be completed in four semesters. This is a “suggested” degree plan for completion in 4 consecutive semesters; students should consult with an advisor concerning other degree plan layouts. Not all courses are offered every semester.

<u>Course</u>	<u>Credits</u>
<b><u>First Semester</u></b>	
ACC 121 Accounting Principles I	4
BUS 115 Intro to Business	3
BUS 116 Personal Finance or faculty advisor approved elective*	3
BUS 108 Ten-Key by Touch or faculty advisor approved elective*	1
**ENG 121 English Composition I	3
**MAT 107 Career Math	3
	<hr/> 17 cr.
<b><u>Second Semester</u></b>	
ACC 122 Accounting Principles II	4
ACC 135 Spreadsheet Applications for Accounting	3
BUS 217 Business Communication & Report Writing	3
CIS 135 Complete PC Word Processing	3
COM 105 Career Comm. or COM 125 Interpersonal Comm.	3
	<hr/> 16 cr.
<b><u>Third Semester</u></b>	
BUS 216 Legal Environment of Bus.	3
ACC 138 Payroll & Sales Tax	3
CIS 145 Complete PC Database: Access	3
*Faculty Advisor Approved Elective	3
***General Ed course	3
	<hr/> 15 cr.
<b><u>Fourth Semester</u></b>	
ACC 245 Computerized Accounting with a Professional Package	3
**Faculty Advisor Approved Business Elective	3
**Faculty Advisor Approved Business Elective	3
***General Ed course	3
	<hr/> 12 cr.
<b>*Recommended Electives</b>	
<b>** Faculty Advisor Approved Business Elective</b>	

**\*\*\*General Education Elective**

**6 credits from any two of the following three areas:**

Arts/ Humanities: ART, FRE, GER, HUM, ITA, JPN, LIT, MUS, PHI, RUS, SPA, THE

Science: AST, BIO, CHE, ENV, GEY, PHY, SCI

Social Sciences: ANT, ECO, GEO, HIS, POS, PSY, SOC