COASTAL ALABAMA
COMMUNITY COLLEGE

MANAGEMENT AND SUPERVISION TECHNOLOGY

ACCOUNTING CLERK
Associate in Applied Science Degree

Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses

Length: Four Semesters

The Associate in Applied Science degree in Management Supervision Technology – Accounting Clerk is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

AREA I: Written Composition		3 Total Hours
ENG 101 – English Composition I		3
AREA II: Humanities and Fine Arts		**6 Total Hours**

Choose one of the following:
    SPH 106 – Fundamentals of Oral Communication
    SPH 107 – Fundamentals of Public Speaking
		3

Humanities and Fine Arts Elective: Choose one of the following
 	
    ART 100 – Art Appreciation
    ART 203 – Art History I
    ART 204 – Art History II
    HUM 101 – Introduction to Humanities I
    HUM 102 – Introduction to Humanities II
    MUS 101 – Music Appreciation
    PHL 106 – Introduction to Philosophy
	PHL 206 – Ethics and Society
	REL 100 – History of World Religions
	REL 151 – Survey of the Old Testament
	REL 152 – Survey of the New Testament
	THR 120 – Theater Appreciation
	THR 126 – Introduction to Theater
		3

AREA III: Natural Sciences and Mathematics		**9 – 10 Total Hours**
CIS 146 – Microcomputer Applications		3

Choose one of the following:
    MTH 100 – Intermediate College Algebra
    MTH 116 – Mathematical Applications
		3

Computer Science, Math, or Science Elective: Choose one of the following
 	
    CIS 147 – Advanced Microcomputer Applications
    BIO 101 – Introduction to Biology I
    BIO 102 – Introduction to Biology II
    BIO 103 – Principles of Biology I
    CHM 104 – Introduction to Inorganic Chemistry
    CHM 111 – College Chemistry I
    CHM 112 – College Chemistry II
    MTH 110 – Finite Mathematics
	MTH 112 – Precalculus Algebra
	MTH 113 – Precalculus Trigonometry
	MTH 115 – Precalculus Algebra and Trigonometry
	PHS 111 – Physical Science I
	PHS 112 – Physical Science II
	PHY 120 – Introduction to Physics
	PHY 201 – General Physics I with Trigonometry
	PHY 202 – General Physics II with Trigonometry
		3 – 4

AREA IV: History, Social, and Behavioral Sciences		**3 Total Hours**

Choose one of the following:
     ECO 231 – Principles of Macroeconomics
     ECO 232 – Principles of Microeconomics
	3

AREA V: Pre-Professional, Major, and Elective Courses	**46 Total Hours**
ACC 129 – Individual Income Taxes	3
BUS 146 – Personal Finance	3
BUS 188 – Personal Development	3
BUS 215 – Business Communications	3
BUS 241 – Principles of Accounting I	3
BUS 242 – Principles of Accounting II	3
BUS 248 – Managerial Accounting	3
BUS 263 – The Legal and Social Environment of Business	3
BUS 275 – Principles of Management	3
BUS 276 – Human Resources Management	3
BUS 285 – Principles of Marketing	3
OAD 130 – Electronic Calculations	3
OAD 137 – Computerized Financial Recordkeeping	3
OAD 218 – Office Procedures **or** OAD 242 – Office Internship	3
OAD 243 – Spreadsheet Applications	3
ORI 101 – Orientation to College **or** WKO 107 – Workplace Skills Preparation	1
Total Hours	**67 – 68 SH**