

Accounting Clerk (AAS-ACC)

Applied Technologies Division

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.

Program: Applied Technology

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 146	Personal Finance	3
BUS 188	Personal Development	3
BUS 215	Business Communication	3
CIS 146	Microcomputer Applications	3
OAD 130	Electronic Calculations	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
BUS 241	Principles of Accounting I	3
ENG 101	English Composition I	3
	Humanities and Fine Arts Elective (T)	3
	MTH 116 or MTH 100	3
OAD 137	Computerized Financial Record Keeping	3
OAD 243	Spreadsheet Applications	3

Semester Three

Item #	Title	Credits
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
	ECO 231 or ECO 232	3
	Computer Science, Math, or Natural Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
ACC 129	Individual Income Taxes	3
BUS 248	Managerial Accounting	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
	OAD 218 or OAD 242	3
	SPH 106 or SPH 107	3
	Total credits:	67-68