

# ACCOUNTING TECHNOLOGY A.A.S.

**Lisa Swallow, Director**

Almost all organizations need either in-house financial staff or outside bookkeeping/accounting services to aid with financial data compilation and reporting. Bookkeepers and accountants maintain financial records and often participate in strategic planning and other fiscal decisions. Graduates work in small businesses as full charge bookkeepers or large businesses as members of an accounting staff. They are required to communicate extensively with vendors, clients, and employees and are often key players in business projections, cash forecasting, and budgeting. This program provides students the marketable skills for employability in a variety of organizations including service, retail, non-profit, governmental, and accounting firms. Program graduates use technology to gather, compile and analyze data. They communicate budgetary and accounting information to non-financial colleagues and managers. Students considering this program should be analytical, detail-oriented, and enjoy using current technology.

## Associate of Applied Science - Accounting Technology

### Summary

Code	Title	Hours
Accounting Technology Required Courses		63-64
<b>Total Hours</b>		<b>63-64</b>

**Degree Specific Credits:** 63-64

**Required Cumulative GPA:** 2.0

**Note:** See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

### Accounting Technology Required Courses

Code	Title	Hours
<b>Complete all of the following courses:</b>		
ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
ACTG 130	Applied Accounting & Decision Making	3
ACTG 180	Payroll Accounting	3
ACTG 202	Principles of Managerial Accounting	3
ACTG 211	Income Tax Fundamentals	4
ACTG 215	Fundamentals of Government and Nonprofit Accounting	3
ACTG 298	Internship	2
BGEN 105S	Introduction to Business	3
BGEN 160S	Issues in Sustainability	3
BGEN 215	Career Readiness	3
BGEN 220E	Business Ethics and Social Responsibility	3
BFIN 205S	Personal Finance	3
BMGT 235	Management	3
or BMGT 245	Customer Service Management	

COMX 111A	Introduction to Public Speaking	3
COMX 250	Introduction to Public Relations	3
CSCI 172	Intro to Computer Modeling	3
ITS 279	Cloud Systems	3
M 105	Contemporary Mathematics	3-4
or M 115	Probability and Linear Mathematics	
WRIT 101	College Writing I	3
WRIT 121	Introduction to Technical Writing	3
or ECNS 201S	Principles of Microeconomics	
<b>Total Hours</b>		<b>63-64</b>

Minimum Required Grade: C-