

Curriculum

Course No. Hrs.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr.
Semester 1					
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
ACCT 2100	Financial Accounting	3	3	0	0
CPTR 1100	Intro to Computer Applications	3	3	0	0
KYBD 1100	Keyboarding I (3/0/3 or 1/2/3)	3	1	2	0
		12			
Semester 2					
ACCT 2300	Intermediate Accounting (spring only)	3	3	0	0
CINS 1350	Spreadsheet Applications	3	3	0	0
CINS 1250	Word Processing	3	3	0	0
BUSN 2130	Personal Finance	3	3	0	0
CTS- Account Clerk (24)		12			
Semester 3					
BUSN 1050	Business Communications	3	3	0	0
CINS 1750	Database Applications (fall only)	3	3	0	0
ACCT 2250	Payroll Accounting (fall only)	3	3	0	0
ACCT 2500	Computerized Accounting (fall only)	3	3	0	0
CTS- Payroll Clerk (36)		12			
Semester 4					
ACCT 2110	Managerial Accounting	3	3	0	0
ACCT 2350	Financial Accounting Projects (spring only)	3	3	0	0
MATH 1214/1213 or MATH1104/1103	College Algebra or Contemporary Mathematics	3	3	0	0
	Approved Business Elective	3	3	0	0
BUSN 2451 or BUSN 2980	Integrated Career Skills or Approved Internship	3	3	0	0
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Additional general education courses needed for the degree:

(These courses can be taken throughout the four semesters or during summer semesters.)

Approved Humanities (GER)	3	3	0	0
Approved Natural Science (GER)	3	3	0	0
Approved Social Science (GER)	3	3	0	0
		9		

AAS- Accounting Technology

Total Credit Hours: 60

Total Clock Hours: 975

CIP Code: 520302

Refer to Appendix F for approved Business elective courses.