

Accounting – Associate of Applied Science

The Associate of Applied Science in accounting is a two-year degree for students who intend to seek immediate employment upon graduation. Career areas may include: accounting clerk, staff accountant, bookkeeper, payroll clerk, cashier, treasurer, administrative assistant, and office manager.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English Composition I (3 hrs.), Interpersonal Communication (3 hrs.), First Year Seminar (1 hr.) and Computer Literacy Proficiency (3 hrs.) Other general education electives may be required to meet degree requirements.

Program Core Courses

ACCT 108 College Accounting, ACCT 201 Financial Accounting I, ACCT 202 Managerial Accounting, ACCT 107 Payroll Accounting, ACCT 205 QuickBooks Accounting, OTEC 107 Office Systems and Procedures, OTEC 123 Office Machines, and MGMK 147 Intro to Management.

Program Elective Courses

MGMK 135 Human Relations and Supervision, BUSI 106 Business Math or other approved math course, ECON 200 Microeconomics or ECON 201 Macroeconomics, MGMK 101 Intro to Business, BUSI 114 Business Law, CSIS 100 Computer Concepts and Applications or CSIS 130 Intro to Computer Information Systems, or other approved electives.

Program Outcomes

1. List and perform the steps in the accounting cycle.
2. Prepare basic external financial statements, including the income statement, balance, and statement of cash flows.
3. Evaluate a company's performance using financial statement analysis tools and techniques.
4. Perform accounting procedures for a firm's internal information needs.
5. Explain and employ the accrual basis of accounting.
6. Define basic generally accepted accounting principles.
7. Demonstrate the proper use of a computerized accounting system.
8. Compute and prepare payroll checks.
9. Prepare the required Federal and Kansas payroll reports.
10. Make ethical decisions incorporating the standards of the profession.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation.

Associate of Applied Science Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
ACCT 108	College Accounting	3
MGMK 101	Intro to Business	3
BUSI 106	Business Math or Approved Math Course	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
OTEC 107	Office Systems and Procedures	3
PSYC 100	First Year Seminar	1
Total		16
(Spring) Semester II		
ACCT 205	QuickBooks Accounting	3
MGMK 135	Human Relations and Supervision	3
OTEC 123	Office Machines	2
BUSI 118	Business Communications	3
SOSC 101	American Government	3
	Business Program Elective	3
Total		17
(Fall) Semester III		
ACCT 201	Financial Accounting I	3
ACCT 107	Payroll Accounting	3
MGMK 147	Intro to Management	3
ENGL 101	English Composition I Approved Humanities Course	3
HPER 150	Lifetime Fitness	1
Total		16
(Spring) Semester IV		
ACCT 202	Managerial Accounting	3
COMM 213	Interpersonal Communications	3
ECON 200/201	Microeconomics or Macroeconomics	3
BUSI 114	Business Law	3
CSIS 111	Spreadsheet Applications	1
CSIS 101	Internet for Office Professionals Computer Elective	1
Total		15
Total Program Credits		64

This curriculum is not designed for students who wish to transfer.

Students interested in transferring should see Business Administration – Associate of Science.

For more information contact:

Program advisor
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