

AAS in Accounting

The Associate of Applied Science 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

You 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. Prerequisites can be found on the reverse side (Guide to Completing Program Requirements) or in the college catalog.

GENERAL EDUCATION (GE) COURSES

In order to graduate with a college degree, all students are required to take certain general education courses. Core general education courses include English Composition I, Interpersonal Communications or Speech, American Government, Humanities Elective, Computer Applications, College Orientation, and Lifetime Fitness.

PROGRAM CORE COURSES

Students should complete courses from the following list: ACCT 201 Financial Accounting, ACCT 202 Managerial Accounting, ACCT 108 Payroll Accounting, CSIS 101 Computerized Accounting: QuickBooks or Peachtree, BUSO 107 Office Systems and Procedures, BUSO 123 Office Machines, and MGMK 147 Intro. to Management

PROGRAM ELECTIVE COURSES

Program electives should be discussed with your faculty advisor and may be selected to fit your specific goals and requirements from the following list: ACCT 108 College Accounting, MGMK 135 Human Relations and Supervision, BUSO 106 Business Math or other approved Math course, ECON 200 Microeconomics or ECON 201 Macroeconomics, MGMK 101 Intro. to Business, BUSO 114 Business Law, CSIS 100 Microcomputer Business Applications or CSIS 130 Introduction to Computer Information Systems, or other approved electives.

COURSE SEQUENCE

The listing that follows is a suggested sequence of courses for full-time students majoring in Accounting. Consult your advisor for information specific to your academic situation.

RECOMMENDED SEQUENCE OF COURSES

(Fall) Semester I

ACCT 108	College Accounting	3
MGMK 101	Intro to Business	3
BUSO 106	Business Math or Approved Math Course	3
CSIS 100/130	Microcomputer Business Applications or Intro to Computer Information Systems	3
BUSO 107	Office Systems and Procedures	3
PSYC 100	College Orientation	1
Total -		16

(Spring) Semester II

CSIS 101	Computerized Accounting	3
MGMK 135	Human Relations & Supervision	3
BUSO 123	Office Machines	2
BUSO 118	Business Communications	3
SOSC 101	American Government	3
	Business Program Elective	3
Total-		17

(Fall) Semester III

ACCT 201	Financial Accounting	3
ACCT 107	Payroll Accounting	3
MGMK 147	Introduction to Management	3
ENGL 101	English Composition I	3
	Approved Humanities Course	3
HPER 150	Lifetime Fitness	1
Total-		16

(Spring) Semester IV

ACCT 202	Managerial Accounting	3
COMM 213	Interpersonal Communications or	
COMM 207	Introduction to Speech	3
ECON 200/201	Economics (Micro or Macro)	3
BUSO 114	Business Law	3
CSIS 101	Excel	1
CSIS 101	Internet for Office Professionals	1
CSIS 101	Computer Elective	1
Total-		15

Total Program Credits

64

For more information contact:
 Program advisor
 Linda Jones, (620) 431-2820, Ext. 227
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Associate of Applied Science



Neosho County Community College

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In accordance with the 2006-2008 catalog Effective 9/01/2003

NEOSHO COUNTY COMMUNITY COLLEGE ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

Guide to Completing Program Requirements

Directions: As you complete each course, indicate the semester taken (or transferred) and the grade received. The overall GPA must be no less than 2.0 to qualify for graduation. When you have completed 47 credits of the courses listed, start the graduation audit process by contacting your program faculty advisor. You should complete a graduation application in your last semester of courses.

CORE REQUIREMENTS (7 CR)	Course Prerequisite	Credits Hrs Completed/ Transferred	Semester Completed	Grade Earned
ENGL 101 (3 cr) Composition I	ENGL 021 or assessment test score			
CSIS 100 or 130 (3 cr) Intro MicroComp Apps/ Intro to CIS				
PSYC 100 (1 cr) College Orientation	For first-time, full-time freshmen			
GENERAL EDUCATION ELECTIVES (12-25 cr)				
SOSC 101 American Government				
COMM 213/207 Interpersonal Comm. Or Speech				
ECON 200/201 Economics (Micro or Macro)				
Approved Humanities Course				
HPER 150 Lifetime Fitness				
TECHNICAL KNOWLEDGE HOURS (42-47 cr)				
ACCT 108 (3 cr.) College Accounting				
CSIS 101 (3 cr.) Computerized Accounting				
ACCT 107 (3 cr.) Payroll Accounting				
ACCT 201 (3 cr.) Financial Accounting				
ACCT 202 (3 cr.) Managerial Accounting				
MGMK 101 (3 cr.) Intro. to Business				
MGMK 135 (3 cr.) Human Relations & Supervision				
MGMK 147 (3 cr.) Intro. to Management				
BUSO 106 (3 cr.) Business Math or higher math	Assessment Test Score			
BUSO 107 (3 cr.) Office Systems and Procedures				
BUSO 114 (3 cr.) Business Law				
BUSO 118 (3 cr.) Business Communications				
BUSO 123 (3 cr.) Office Machines				
CSIS 101 (1 cr.) Excel				
CSIS 101 (1 cr.) Internet for Office Professionals				
CSIS 101 (1 cr.) Computer Elective				
Business Program Elective (3 cr.)				
DEVELOPMENTAL COURSES (*AS NEEDED BY TEST SCORE)				
TOTAL PROGRAM CREDIT HOURS (64 CR MINIMUM)				

COMMENTS: (INCLUDING CURRICULUM VARIANCES)

