

ACCOUNTING, ASSOCIATE OF APPLIED SCIENCE (203)

About Our Program

This degree program prepares the student for entry-level positions in private business and industry by offering a wide variety of courses in accounting, business, data processing, mathematics, communications, writing, and economics.

Nature of Work and Employment

Accountants maintain records, prepare and analyze financial reports, and participate directly in the management of business and other organizations. Other duties may include auditing accounts and records, certifying financial statements, and payroll. Job positions include accounting technician, accounting assistant, payroll clerk, auditing clerk, accounts payable administrator, accounts receivable administrator, tax preparer, and bookkeeper.

Special Considerations

Students who are interested in a Bachelor's degree in Accounting or pursuing a CPA should follow the guidelines for the Associate of Arts in Business Administration transfer program. The program may be tailored toward further degree work.

Students should check with the Accounting faculty or a student advisor to see if this program might meet their needs for future degree work.

Requirements

Code	Title	Hours
Required Business Courses		
ACCT 105	Elements of Accounting ¹	3
ACCT 115	Computer Applications in Acct ¹	2
ACCT 116	Intro to Payroll Accounting	2
ACCT 211	Individual Income Tax Acct	3
ACCT 213	Financial Accounting ^{1,2}	4
ACCT 214	Managerial Accounting ^{1,2}	4
ACCT 218	Business Income Tax	3
ACCT 220	Quickbooks Accounting	2
BUSN 223	Business Law I ²	3
BUSN 224	Business Law II ²	3
BUSN 249	Principles of Management ²	3
ECON 111	Principles of Economics I	3
ECON 112	Principles of Economics II	3
INFT 131	Beginning Microsoft Word ²	1
INFT 140	Beginning Excel ²	1
INFT 141	Intermediate Excel ²	1
INFT 142	Advanced Excel ²	1
INFT 145	Beginning Access ²	1
INFT 180	Intro to Information Systems ²	3
Select one of the following:		3
BUSN 121	Intro to Business	
BUSN 124	Introduction to Small Business ²	

Select one of the following:		3
BUSN 125	Math of Business	
BUSN 221	Business Statistics	
Related Required Courses		
PHIL 282	Ethics	3
PSY 161	Introduction to Psychology ²	3
or SOCI 171	Introduction Sociology	
Select one of the following:		3
BUSN 141	Business Communications ²	
COMM 101	Technical Communications ²	
ENGL 121	Rhetoric and Composition I ²	
Select one of the following:		3
SPCH 191	Fund of Speech Communication	
General Education Elective		
Total Hours		64

¹ Knowledge of Microsoft Excel is recommended for this course.

² Course has a prerequisite. See course description.

General Education Electives

ART, BIOL, BUSN, CHEM, EDUC, ENGL, FREN, GEOG, GEOL, GERM, HIST, HUMA, JOUR, LIBS, MATH, MCOM, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, SOCI, SPAN, SPCH, THEA

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).

Program Outcomes

Students who complete this program of study will:

- Accounting Knowledge: Have a basic understanding of accounting principles and procedures as they are applied to accounting. Will be able to apply accounting principles and procedures to management skills.
- Communication: Effectively convey ideas, information, and intentions in a variety of accounting situations using oral, written, and electronic documentation skills.
- Critical Thinking/Problem Solving: Solve problems through the analysis and evaluation of data and the application of accounting theories and concepts.
- Teamwork: Use leadership, fellowship, and human relations skills to collaborate as a team to achieve common management goals.
- Ethics: Recommend strategies that promote ethical behavior and social responsibility.
- Technology: Demonstrate knowledge of the digital technology tools used to support accounting operations.

Program Contacts

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Matt Magee, Dean of Agriculture, Business & Technology
- Jennifer Sager, Accounting Faculty
- Wes Bertram, Student Advisor

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