



## FOR MORE INFORMATION CONTACT:

### PROGRAM ADVISORS

#### ACCOUNTING

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#### COMPUTER SCIENCE

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#### MANAGEMENT/MARKETING

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#### OTTAWA

Mark Watkins, 785-242-2068, ext. 321  
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#### MAIN CAMPUS

800 W. 14th Street ♦ Chanute, KS 6720-2699  
620-431-2820

#### OTTAWA CAMPUS

226 Beech ♦ Ottawa, Kansas 66067-2655  
785-242-2067

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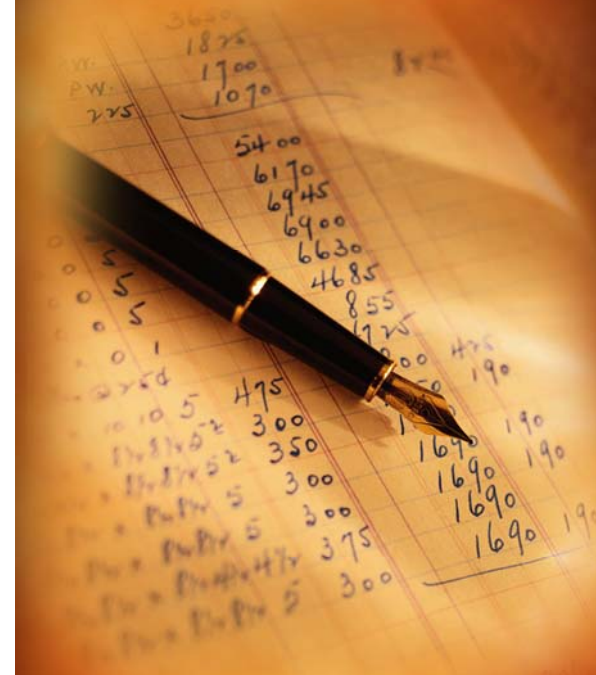
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Neosho County Community College  
800 W. 14th Street  
Chanute, KS 6720-2699



## ASSOCIATE IN APPLIED SCIENCE ACCOUNTING



*The education you need. The attention you deserve.*



# NEOSHO COUNTY COMMUNITY COLLEGE - CHANUTE

## AAS ~ 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.

### 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

ACCT 108 College Accounting, 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

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.

### 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 basic financial statements using widely used accounting ratios.
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 suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation.

### ASSOCIATE OF APPLIED SCIENCE SUGGESTED 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 Info Systems.....	3
BUSO 107	Office Systems and Procedures .....	3
PSYC 100	College Orientation.....	1
<b>Total -</b> .....		<b>16</b>

#### (Spring) Semester II

CSIS 101	QuickBooks or Peachtree.....	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
<b>Total-</b> .....		<b>17</b>

#### (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
<b>Total-</b> .....		<b>16</b>

#### (Spring) Semester IV

ACCT 202	Managerial Accounting.....	3
COMM 213	Interpersonal Communications or 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
<b>Total-</b> .....		<b>15</b>

**Total Program Credits ..... 64**

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