

BOOKKEEPING/ACCOUNTING AAS

Students in the Associate of Applied Science in Bookkeeping/Accounting program will develop critical thinking skills and an understanding of the accounting process used to identify, record, report and analyze business transactions. This skill set is required for a variety of technical and specialist accounting positions such as a financial specialist, payroll technician, accounts receivable/payable technician, bookkeeper, and small business owner. These positions are needed in all business sizes and types across an unlimited number of industries. Individuals trained at the technical and specialist levels are becoming increasingly more important in organizations as national and international accounting regulations increase and converge.

Completion of a Technical Skills Assessment is required and will prepare the student to sit for the American Institute of Professional Bookkeepers (AIPB) certification exam.

Code	Title	Credits
Written Communication		3.00
ENGL-101	WRITING AND RHETORIC I	
Oral Communication		3.00
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	
COMM-203	SMALL GROUP COMMUNICATION	
COMM-204	PUBLIC SPEAKING	
Mathematical Ways of Knowing		3.00
MTHPT-153	STATISTICAL REASONING	
Social & Behavioral Ways of Knowing		3.00
HRPT/SS-185	HUMAN RELATIONS IN ORGANIZATIONS	
Additional General Education Courses		3.00
Select one of the following:		
ANTH-102	CULTURAL ANTHROPOLOGY	
ANTH-120	WORLD PREHISTORY	
ANTH-170	INTRODUCTION TO NATIVE AMERICAN STUDIES	
ANTH-360	RACE AND ETHNICITY	
ART-100	INTRODUCTION TO ART	
BIOF-100	INTRODUCTION TO BIOINFORMATICS	
BIOL-100	CONCEPTS OF BIOLOGY	
BIOL-120	PLANTS AND PEOPLE	
BIOL-123	BIOLOGY IN FILM	
BIOL-175	HUMAN BIOLOGY	
BIOL-227	HUMAN ANATOMY AND PHYSIOLOGY I	
CHEM-100	CONCEPTS OF CHEMISTRY	
CHEM-105	GENERAL, ORGANIC AND BIOCHEMISTRY	
CHEM-111	PRINCIPLES OF CHEMISTRY I	
CITPT/CS-108	INTRODUCTION TO COMPUTER SCIENCE	
COMM-345	INTERCULTURAL COMMUNICATION	
ECON-201	PRINCIPLES OF MACROECONOMICS	
ECON-202	PRINCIPLES OF MICROECONOMICS	
ENGL-102	WRITING AND RHETORIC II	
ENGL-109	COLLEGE WRITING AND RESEARCH	
ENGL-175	LITERATURE AND IDEAS	
ENGL-257	WORLD CLASSICS	
ENGL-258	INTERNATIONAL LITERATURE	
ENGL-260	NATIVE AMERICAN LITERATURE	
ENGL-261	MYTHOLOGIES	
ENGL-474	NATIVE AMERICAN WRITTEN LITERATURE	
FSCI-101	INTRODUCTION TO FORENSIC SCIENCE	
GEOG-102	INTRODUCTION TO GEOGRAPHY	
GEOL-101	PHYSICAL GEOLOGY	
GEOL-120	INTRODUCTION TO EARTH SYSTEMS	

GIS-271	GEOGRAPHIC INFORMATION SYSTEMS
HUM-101	THE ART AND HISTORY OF THE MOTION PICTURE
HUM-150	INTRODUCTION TO THE ARTS
HIST-101	WORLD HISTORY I
HIST-102	WORLD HISTORY II
HIST-111	UNITED STATES HISTORY I
HIST-112	UNITED STATES HISTORY II
ID-240	INTEGRATED SCIENCE II
ID-300A - 300Z	(see course descriptions for options)
ID-301A	HELLS CANYON INSTITUTE
KIN-220	SOCIAL-CULTURAL ASPECTS OF SPORTS
MUS-101	SURVEY OF MUSIC
MUS-102	MUSIC IN AMERICA
MUS-150	WORLD MUSIC
MUS-151	HISTORY OF MUSICAL THEATER
NP-101	NEZ PERCE LANGUAGE AND CULTURE
NP-102	NEZ PERCE LANGUAGE AND HISTORY
NS-140	INTEGRATED SCIENCE I
NS-150	INTRODUCTION TO NATURAL SCIENCES
NS-174	NATURAL SCIENCE FOR ELEMENTARY EDUCATOR
PHYS-111 or PHYS-112	GENERAL PHYSICS I GENERAL PHYSICS II
PHYS-171	PHYS SCIENCES FOR ELEMENTARY EDUCATORS
PHYS-205	DESCRIPTIVE ASTRONOMY
PHYS-211	PHYSICS FOR SCIENTISTS AND ENGINEERS I
POLS-101	AMERICAN NATIONAL GOVERNMENT
POLS-237	INTERNATIONAL POLITICS
POLS-285	COMPARATIVE GOVERNMENT
PSYC-101	INTRODUCTION TO GENERAL PSYCHOLOGY
PSYC-205	LIFESPAN DEVELOPMENTAL PSYCHOLOGY
SOC-101	INTRODUCTION TO SOCIOLOGY
SOC-102	SOCIAL PROBLEMS
SPAN-101	ELEMENTARY SPANISH I
SPAN-102	ELEMENTARY SPANISH II
SPAN-201	INTERMEDIATE SPANISH I
SPAN-202	INTERMEDIATE SPANISH II
THEA-101	SURVEY OF THE THEATER

Total Credits**15.00**

Program Requirements

Code	Title	Credits
AC-231	PRINCIPLES OF ACCOUNTING I	3.00
AC-232	PRINCIPLES OF ACCOUNTING II	3.00
ACCPT-101	BASIC ACCOUNTING I	3.00
ACCPT-102	BASIC ACCOUNTING II	3.00
ACCPT-105	PAYROLL ACCOUNTING	3.00
ACCPT-214	COMPUTERIZED ACCOUNTING I	3.00
ACCPT-215	COMP ACCOUNTING II	3.00
ACCPT-260	ACCOUNTING INFORMATION SYSTEMS	3.00
ACCPT-280	BASIC AUDIT SUPPORT	3.00
ACCPT-285	BASIC INCOME TAX PREPARATION	3.00
ACCPT-294	INTERNSHIP IN BOOKKEEPING	3.00

ACCPT-299	BOOKKEEPING/ACCOUNTING CAPSTONE	3.00
BUS-101	INTRODUCTION TO BUSINESS	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-112	EXCEL	3.00
Total Credits		45.00
Course	Title	Credits
First Year		
Fall		
ACCPT-101	BASIC ACCOUNTING I	3.00
ENGL-101	WRITING AND RHETORIC I	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
MTHPT-153	STATISTICAL REASONING	3.00
BUS-101	INTRODUCTION TO BUSINESS	3.00
Credits		15.00
Spring		
ACCPT-102	BASIC ACCOUNTING II	3.00
ACCPT-105	PAYROLL ACCOUNTING	3.00
ACCPT-214	COMPUTERIZED ACCOUNTING I	3.00
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
GNBPT-112	EXCEL	3.00
Credits		15.00
Second Year		
Fall		
ACCPT-260	ACCOUNTING INFORMATION SYSTEMS	3.00
HRPT-185 or SS-185	HUMAN RELATIONS IN ORGANIZATIONS or HUMAN RELATIONS IN ORGANIZATIONS	3.00
AC-231	PRINCIPLES OF ACCOUNTING I	3.00
ACCPT-215	COMP ACCOUNTING II	3.00
CORE	Additional General Education Core	3.00
Credits		15.00
Spring		
ACCPT-280	BASIC AUDIT SUPPORT	3.00
ACCPT-285	BASIC INCOME TAX PREPARATION	3.00
AC-232	PRINCIPLES OF ACCOUNTING II	3.00
ACCPT-299	BOOKKEEPING/ACCOUNTING CAPSTONE	3.00
ACCPT-294	INTERNSHIP IN BOOKKEEPING	3.00
Credits		15.00
Total Credits		60.00

Graduates with an AAS degree from the Applied Accounting program go on to achieve careers in a variety of areas including:

- Bookkeeper
- Accounting Assistant
- Payroll Clerk
- Accounting Technician
- Auditing Clerk
- Accounts Payable or Accounts Receivable Administrator