

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.

General Education Requirements

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
CS-108	INTRODUCTION TO COMPUTER SCIENCE	
MATH-123	MATH IN MODERN SOCIETY	
MATH-130	FINITE MATHEMATICS	
MATH-137	ALGEBRA, TRIG AND STAT WITH APPLICATION	
MATH-140	ALGEBRAIC REASONING AND PROBLEM-SOLVING	
MATH-143	PRECALCULUS I: ALGEBRA	
MATH-147	PRECALCULUS	
MATH-153	STATISTICAL REASONING	
MATH-160	BRIEF CALCULUS	
MATH-170	CALCULUS I	
MATH-254	STATISTICAL METHODS	
MTHPT-130	FINITE MATHEMATICS	
MTHPT-137	MATH FOR TECHNOLOGY	
MTHPT-153	STATISTICAL REASONING	
Social & Behavioral Ways of Knowing		3.00
HRPT/SS-185	HUMAN RELATIONS IN ORGANIZATIONS	
Additional General Education Courses		3.00
*Additional Core Course cannot be used to fulfill a requirement above.		
Select the link below to review LC State's General Education Core courses		
http://catalog.lcsc.edu/general-education (http://catalog.lcsc.edu/general-education/)		
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 (QUICKBOOKS)	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
BUS-221	INTRODUCTION TO COMPUTERS/INFO SYSTEMS	3.00
Elective	AC or ACCPT Elective Credits	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
BUS-101	INTRODUCTION TO BUSINESS	3.00
BUS-221	INTRODUCTION TO COMPUTERS/INFO SYSTEMS	3.00
CORE	Mathematical Ways of Knowing	3.00
Credits		15.00
Spring		
ACCPT-102	BASIC ACCOUNTING II	3.00
ACCPT-105	PAYROLL ACCOUNTING	3.00
ACCPT-214	COMPUTERIZED ACCOUNTING I (QUICKBOOKS)	3.00
CORE	Oral Communication	3.00
Elective	AC or ACCPT Elective Credits	3.00
Credits		15.00
Second Year		
Fall		
AC-231	PRINCIPLES OF ACCOUNTING I	3.00
ACCPT-280	BASIC AUDIT SUPPORT	3.00
HRPT-185 or SS-185	HUMAN RELATIONS IN ORGANIZATIONS or HUMAN RELATIONS IN ORGANIZATIONS	3.00
ACCPT-215	COMP ACCOUNTING II	3.00
ACCPT-285	BASIC INCOME TAX PREPARATION	3.00
Credits		15.00
Spring		
AC-232	PRINCIPLES OF ACCOUNTING II	3.00
ACCPT-260	ACCOUNTING INFORMATION SYSTEMS	3.00
ACCPT-294	INTERNSHIP IN BOOKKEEPING	3.00
ACCPT-299	BOOKKEEPING/ACCOUNTING CAPSTONE	3.00
CORE	Additional General Education Course	3.00
Credits		15.00
Total Credits		60.00

Graduates with an AAS degree in Bookkeeping/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