

Associate of Applied Science: Accounting Technology

(4 Semesters)

Code	Title	Credits
Required Courses:		
BT 0111	Applied Business Principles	3
BT 0115	Practicum	2
BT 0116	Professional Leadership Development	1
BT 0117	Successful Workplace Communications	3
BT 0120	Basic Accounting	3
BT 0123	Financial Business Applications	3
BT 0144	Business Document Processing	3
BT 0147	Accounting Applications	3
BT 0148	Payroll Procedures	3
BT 0170	Computer Literacy and Business Software	3
BT 0171	Computerized Accounting	3
BT 0175	Harnessing Digital Data Using Spreadsheets and Databases	3
ACCT 2201	Principles of Accounting I	3
ACCT 2202	Principles of Accounting II	3
MGT 2261	Legal Environment of Organizations	3
TGE 0158	Employment Strategies	1-3
or BT 0135	Employees and HR Principles	
General Education courses		
TGE 1140	Survey of Applied Mathematics	3
or MGT 2216	Business Statistics	
TGE 1150	Applied Social Sciences in the Workplace	3
TGE 1257	Applied Ethics in Technology	3
COMM 1101	Fundamentals of Oral Communication	3
ECON 2201	Principles of Macroeconomics	3
or ECON 2202	Principles of Microeconomics	
ENGL 1101	Writing and Rhetoric I	3
Total Credits		61-63