

# ACCOUNTING CLERK MANAGEMENT SUPERVISION TECHNOLOGY

Associate in Applied Science Degree

**LENGTH:** Four Semesters

**PURPOSE:** The Associate in Applied Science degree in Management Supervision Technology - Accounting Clerk is an occupational degree, which introduces the principles of management and supervision, accounting concepts, and small business development skills. The program is designed to enable graduates of the program to enter lower level management and accounting positions and prepare individuals for small business management.

**AREA I ..... WRITTEN COMPOSITION ..... 3 SH**

ENG 101..... English Composition I ..... 3

**AREA II ..... HUMANITIES AND FINE ARTS ..... 6 SH**

Humanities Elective..... ART, MUS, THR, REL, or PHL..... 3

SPH 107..... Fundamentals of Public Speaking ..... 3

**AREA III ..... NATURAL SCIENCES AND MATHEMATICS..... 9-10 SH**

MTH 100..... Intermediate College Algebra ..... 3

CIS 146..... Microcomputer Applications..... 3

MTH, CIS, SCI Elective..... Math, CIS 147, or Natural Science Elective ..... 3-4

**AREA IV ..... HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES ..... 3 SH**

ECO 231..... Principles of Macroeconomics ..... 3

**AREA V ..... PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES ..... 45 SH**

ACC 129..... Individual Income Taxes ..... 3

ACC 140..... Payroll Accounting ..... 2

BUS 146..... Personal Finance ..... 3

BUS 188..... Personal Development ..... 3

BUS 215..... Business Communications ..... 3

BUS 241..... Principles of Accounting I ..... 3

BUS 242..... Principles of Accounting II..... 3

BUS 248..... Managerial Accounting..... 3

BUS 263..... The Legal and Social Environment of Business ..... 3

BUS 275..... Principles of Management ..... 3

BUS 276..... Human Resource Management..... 3

OAD 130..... Electronic Calculations ..... 3

OAD 137..... Computerized Financial Record Keeping..... 3

OAD 218..... Office Procedures ..... 3

OAD 243..... Spreadsheet Applications..... 3

WKO107..... Work Place Skills Preparation ..... 1

**Total Hours ..... 66-67 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.