

**Highland Community College Suggested Program of Study
Accounting (Associate in Applied Science)**

The Associate in Applied Science Degree in Accounting is designed to meet the needs of those seeking semi-professional opportunities in the accounting field. Upon completion of the program, students should be prepared to enter business in the areas of general accounting and many other areas of specialized financial reporting.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS130	Microcomputer Applications I*	3
COL103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS203	Macroeconomics*	3
<u>Mathematics or Science</u>		
MAT103	Intermediate Algebra***	3
<u>Accounting Requirements</u>		
BUS103	Accounting I*	3
BUS105	Accounting II*	3
BUS117	Computerized Accounting*	3
BUS133	Microcomputer Applications I: Spreadsheet*	3
BUS204	Microeconomics*	3
BUS213	Business Communications*	3
BUS216	Managerial Accounting*	3
<u>Technical Electives</u> (must take 8 credits*)		
BUS101	Introduction to Business	3
BUS102	Personal Finance	3
BUS108	Business Visitation	1
BUS110	Records Management	3
BUS115	Business Math using Calculators	3
<u>Open Electives</u>		
	Open Electives	14

* Fulfill Accounting requirements.

**Check transferability to four-year schools.

***Preferred course to fulfill degree.

Potential Employment Applications of Degree

Accounting clerks calculate, post, and verify financial data needed for maintaining accounting records. They need working knowledge of office machines and may type vouchers, invoices, account statements, payroll, periodic reports, and other records.