



# ACCOUNTING

## Associate of Applied Science Degree (93 Quarter Credits)

**2023-2024**

**Program Prerequisites:**

- Placement into MTH 65 Beginning Algebra or MTH 98 Quantitative Math (4 credits)
- IRW 115 Critical Reading and Writing (5 credits) or WR 115 Introduction to Expository Writing (4 credits) or equivalent placement

**Coursework:**

| Course Number                      | Course Title  | Prereqs  | Credits   |
|------------------------------------|---|--|-----------|
| <b>Fall Term</b>                   |   |  | <b>18</b> |
| BA 101                             | Introduction to Business I  | IRW 115 or WR 115 or place; place into MTH 65 or MTH 98  | 4         |
| BA 104                             | Applied Business Math   | IRW 115 or WR 115 or place; place into MTH 65 or MTH 98  | 4         |
| BA 211                             | Principles of Accounting I  | Rec: place into MTH 65<br>Prerequisites: WR 115 and IRW 115 or place   | 4         |
| CAS 121 (fall) or CAS 122 (winter) | Beginning Keyboarding or Keyboarding for Speed and Accuracy                 | Rec: Place into IRW 115 or WR 115; CAS 103W  | 3         |
| CAS 170 (fall) or CAS 270 (winter) | Beginning Spreadsheets using Excel or Intermediate Spreadsheets using Excel | Rec: place into IRW 115 or WR 115, and MTH 65 or MTH 98  | 3         |
| <b>Winter Term</b>                 |   |  | <b>13</b> |
| BA 131                             | Introduction to Business Technology   | IRW 115 or WR 115 or place; place into MTH 65 or MTH 98. CAS 121 or keyboarding by touch                     | 4         |
| BA 212                             | Principles of Accounting II   | BA 211   | 2         |
| BA 285                             | Human Relations in Organizations  | IRW 115 or WR 115 or place; place into MTH 65 or 98. Rec: pre/co: WR 121 or WR 121Z and BA 101               | 3         |
| WR 121 or WR 121Z                  | Composition I   | IRW 115 or WR 115 or place   | 4         |
| <b>Spring Term</b>                 |   |  | <b>16</b> |
| BA 170                             | Project Management Fundamentals   | BA104 and BA131  | 4         |
| BA 205                             | Business Communication  | IRW 115 or WR 115 or place; place into MTH 65 or MTH 98<br>Rec: WR 121 or WR 121Z; BA 131 or CAS 133; BA 101 | 4         |

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| BA 213  | Managerial Accounting  | BA 211   | 4         |
|   | General Education Elective (Science, Math, Computer Science) | place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z   | 4         |
| <b>Fall Term</b>  |  |  | <b>14</b> |
| BA 150  | Introduction to Entrepreneurship                             | IRW 115 or WR 115 or place; place into MTH 65 or MTH 98  | 4         |
| BA 188  | Customer Service Skills                                      | IRW 115 or WR 115 or place   | 2         |
| BA 224  | Introduction to Human Resource Management                    | IRW 115 or WR 115 or place; place into MTH 65 or MTH 98  | 3         |
| OS 131  | 10-Key for Business  | place into MTH 65 or MTH 98  | 1         |
|   | General Education Elective (Arts & Letters)                  | place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z   | 4         |
| <b>Winter Term</b>  |  |  | <b>15</b> |
| BA 208  | Business Ethics  | place into MTH 65 or MTH 98. Pre/co: IRW 115 or WR 115 or place  | 4         |
| BA 226  | Business Law I   | IRW 115 or WR 115 or place; place into MTH 65 or MTH 98  | 4         |
| BA 256  | Income Tax   | none   | 3         |
| EC 201  | Principles of Economics: Microeconomics <sup>1</sup>         | place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z   | 4         |
| <b>Spring Term</b>  |  |  | <b>17</b> |
| BA 206  | Management Fundamentals                                      | IRW 115 or WR 115 or place; place into MTH 65 or MTH 98. Rec: BA 101, WR 121 or WR 121Z, and BA 131 or CAS 133 | 3         |
| BA 222  | Financial Management   | BA 101; BA 111 or BA 211; BA 104 or MTH 65 or MTH 98 or place; WR 121 or WR 121Z                               | 3         |
| BA 228  | QuickBooks for Business                                      | BA 111 or 211.<br>Rec: BA 104, CAS 133   | 3         |
| OS 240  | Records and Information Management                           | Rec: Word processing and spreadsheet skills  | 4         |
| EC 202  | Principles of Economics: Macroeconomics <sup>1</sup>         | place into MTH 65 or MTH 98; pre/co: WR 121 or WR 121Z. Rec: EC 201  | 4         |
| <b>Total Quarter Credits</b>  |  |  | <b>93</b> |
| <sup>1</sup> May be used as a Social Sciences general education elective. |  |  |           |

## General Education Requirements


Students must earn a minimum of 16 credits of General Education taken from the list of approved courses. They must include at least one course with a minimum of 3 credits from each of the following categories. Economics courses meet 8 Social Science credits for the AAS: Accounting.

- **Arts and Letters:** Art\*, Communication, English Literature, Language, Music\*, Philosophy, Theater\*, Writing\*, Women's Studies
- **Social Sciences:** Anthropology, Economics, History, Political Science, Psychology, Sociology, Women's Studies
- **Science and Math:** Biology, Chemistry, Environmental Science, General Science, Geology, Math\*

\*See list of General Education Electives in current Catalog, as not all courses within discipline will meet requirement.

## Comprehensive Degree Requirements

- All candidates must earn a minimum of 90 credits which count toward an associate degree.
- Credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirement for any degrees.
- All candidates for a degree must have at least a 2.0 minimum cumulative grade point average ("C" average).
- All degree candidates must accumulate at least 30 credits of satisfactory work at CGCC to establish residency. Nontraditional credit, credit transferred from another institution or challenge credit may not be used to establish residency. 24 of the credits earned at CGCC must apply to the specific associate degree requirements the student is pursuing.
- Transfer credits accepted for letter grade C- or better. Transfer grades of "pass" accepted if no letter grade required
- A maximum of 3 credits of physical education (PE) courses may be used as electives.
- Credit courses with passing grades may only be applied once in meeting a degree or certificate requirement (unless approved to be repeated). In addition, repeated courses are only counted once in accumulated hour and point totals.
- No more than 12 credits of Cooperative Education courses may be used.
- No more than 9 credits of experimental courses can be used (course numbers 199-199Z and 299-299Z).
- A maximum of 24 credits of "P" (pass) grades will apply to degree.
- No Management/Supervisory Development workshops will apply.



**This form is intended for advising purposes only. See your declared catalog for a complete list of degree requirements.**

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