

### Program Description:

The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Mountwest Community & Technical College's Management Technology program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organizations.

The Accounting degree prepares the student for a nonsupervisory position. This person performs a variety of complex clerical and entry level accounting activities applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records.

### Career Outlook:

Bookkeeping, accounting, and auditing clerks are an organization's financial record keepers. They update and maintain one or more accounting records, including those that tabulate expenditures, receipts, accounts payable and receivable, and profit and loss. They have a wide range of skills and knowledge from full-charge bookkeepers who can maintain an entire company's books to accounting clerks who handle specific accounts. All of these clerks make numerous computations each day and increasingly must be comfortable using computers to calculate and record data.

### Employment Opportunities:

Accounting paraprofessionals are qualified for numerous career opportunities such as accountant's assistants, accounting clerks, bookkeepers, banking support staff, finance support staff, and income tax preparation clerks. Having completed some college is becoming increasingly important for financial clerks, particularly for those occupations requiring knowledge of accounting. For occupations such as bookkeepers, accounting clerks, and procurement clerks, an associate's degree in business or accounting often is required.

### Salary Forecast: State Average National Average

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/).

### Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

### Contact Information:

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*Our mission is to prepare students for careers, civic responsibility and life-long learning.*

**Accounting Code – CA25**

<b>Name:</b>				<b>ID Number 942-</b>			
<b>CAPS SCORES:</b>		<b>MATH:</b>	<b>ENGLISH:</b>	<b>READ:</b>	<b>DOE:</b>		
<b>COL 101 Faculty:</b>							
<b>Educational Counselor:</b>							
<b>Faculty Advisor:</b>							

**COURSE REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting <sup>1</sup> (EDGE)		3				
ENL 111	Written Communication <sup>2</sup>		3				
IT 101	Fundamentals of Computers (EDGE)		3				
MAT 115 or MAT 145	Business Mathematics <sup>3</sup> or Applications in Algebra <sup>3</sup>		3				
MG 101	Introduction to Business <sup>1</sup> (EDGE)		3				
AC 201	Financial Accounting I <sup>4</sup>		3				
COM 112 or COM 125	Oral Communication <sup>1</sup> Interpersonal Communication <sup>1</sup>		3				
EC 201	Fundamentals of Microeconomics <sup>1</sup>		3				
IT 150	Applications to Spreadsheets <sup>5</sup> (EDGE)		3				
MK 130	Fundamentals of Marketing <sup>1</sup>		3				
AC 210	Managerial Accounting <sup>6</sup>		3				
AC 221	Computerized Accounting I <sup>7</sup>		3				
AC 225 or MAT 210	Excel for Accounts <sup>8</sup> or Statistics for Business and Industry <sup>9</sup>		3				
EC 202	Fundamentals of Macroeconomics <sup>1</sup>		3				
MG 202	Business Organization & Management <sup>10</sup>		3				
AC 202	Financial Accounting II <sup>11</sup>		3				
AC 234	Taxation <sup>12</sup>		3				
FN 231	Business Finance <sup>13</sup>		3				
MG 226	Business Law <sup>1</sup>		3				
MG 296	Integrated Business Strategies <sup>14</sup>		3				

**DEVELOPMENTAL COURSES REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	<b>HOURS REQUIRED FOR GRADUATION: 60</b>						

**Earn A Degree Graduate Early (EDGE):**

This program provides students the opportunity to receive credit for their high school EDGE courses.

<sup>1</sup> AC 103, COM 112, COM 125, EC 201, EC 202, MG 101, and MK 130 have a prerequisite of placement in 100-level Reading.

<sup>2</sup> ENL 111 has a prerequisite of placement in 100-level English, and placement in 100-level reading.

<sup>3</sup> MAT 115 and MAT 145 has a prerequisite of placement in 100-level mathematics. Students pursuing the articulated baccalaureate degree must take MAT 145 instead of MAT 115.

<sup>4</sup> AC 201 has a prerequisite of AC 103 or permission.

<sup>5</sup> IT 150 has a prerequisite of IT 101 or IT 102.

<sup>6</sup> AC 210, has a prerequisite of AC 103 or AC 108 or AC 201.

<sup>7</sup> AC 221 has a prerequisite of AC 103, AC 108 or AC 201, and IT 101 or permission.

<sup>8</sup> AC 225 has prerequisites of AC 103, AC 201, and IT 150.

<sup>9</sup> MAT 210 has a prerequisite of MAT 115, MAT 120, MAT 145, or MAT 150.

<sup>10</sup> MG 202 has a prerequisite of MG 101.

<sup>11</sup> AC 202 has a prerequisite of AC 201 or AC 108.

<sup>12</sup> AC 234 has a prerequisite of AC 103, AC 108, AC 201, ACC 215, or ACC 216.

<sup>13</sup> FN 231 has a prerequisite AC 103, AC 108, AC 201, or ACC 215.

<sup>14</sup> MG 296 has a prerequisite of 45 credit hours completed in the program.

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