

# Accounting

## Associate in Applied Science in Management Technology

### 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 option 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.

### Salary Forecast:

	State Average	National Average
Bookkeeping, accounting and auditing clerks	\$24,810	\$28,570
Payroll and timekeeping clerks	\$25,800	\$30,350
Billing and posting clerks	\$22,330	\$27,040

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.

### 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.

### Accreditation:

The Association of Collegiate Business Schools and Programs (ACBSP) accredited the Management Technology degree program. The ACBSP is the only nationally recognized organization that grants specialized accreditation to two- and four-year college and university business programs.

**Major Code - CM10 • Concentration Code - CM15**

<b>FIRST YEAR<sup>1</sup></b>	
<p><b>Fall Semester</b></p> <p>AC 103 Introduction to Accounting (EDGE) ..... 3</p> <p>ENL 111 Written Communication..... 3</p> <p>IT 101 Fundamentals of Computers (EDGE) ..... 3</p> <p>MAT 115 Applications in Algebra<sup>1</sup> ..... 3</p> <p>MG 101 Introduction to Business (EDGE) ..... 3</p> <p><b>TOTAL CREDITS ..... 15</b></p>	<p><b>Spring Semester</b></p> <p>AC 201 Financial Accounting I<sup>2</sup> ..... 3</p> <p>COM 112 Oral Communication..... 3</p> <p>EC 201 Fundamentals of Microeconomics ..... 3</p> <p>IT 150 Applications to Spreadsheets<sup>3</sup> (EDGE) ..... 3</p> <p>MAT 210 Statistics for Business and Industry<sup>4</sup> ..... 3</p> <p><b>TOTAL CREDITS ..... 15</b></p>
<b>SECOND YEAR</b>	
<p><b>Fall Semester</b></p> <p>AC 210 Managerial Accounting<sup>5</sup> ..... 3</p> <p>AC 221 Computerized Accounting I<sup>6</sup> ..... 3</p> <p>ENL 115 Written Communication II<sup>7</sup> ..... 3</p> <p>EC 202 Fundamentals of Macroeconomics ..... 3</p> <p>MG 202 Business Organization &amp; Management<sup>8</sup> ..... 3</p> <p>MK 130 Fundamentals of Marketing..... 3</p> <p><b>TOTAL CREDITS ..... 18</b></p>	<p><b>Spring Semester</b></p> <p>AC 202 Financial Accounting II<sup>9</sup> ..... 3</p> <p>AC 234 Taxation<sup>5</sup> ..... 3</p> <p>FN 231 Business Finance<sup>5</sup> ..... 3</p> <p>MG 226 Commercial Papers &amp; Transactions ..... 3</p> <p>MG 296 Integrated Business Strategies<sup>10</sup> ..... 3</p> <p><b>TOTAL CREDITS ..... 15</b></p>
<b>HOURS REQUIRED FOR GRADUATION: 63</b>	

**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.

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

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

**Contact Information:**

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 Phone: 304-696-3019 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: doyle@mctc.edu

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1. Students pursuing the articulated baccalaureate degree with Lewis College of Business must take MAT 145 instead of MAT 115.
  2. AC 201 has a prerequisite of AC 103 or permission.
  3. IT 150 has a prerequisite of IT 101.
  4. MAT 210 has a prerequisite of MAT 115 or MAT 145.
  5. AC 210, AC 234, and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201.
  6. AC 221 has a prerequisite of AC 103 or AC 108 or AC 201, and IT 101, or permission.
  7. ENL 115 has a prerequisite of ENL 111.
  8. MG 202 has a prerequisite of MG 101.
  9. AC 202 has a prerequisite of AC 201 or AC 108.
  10. MG 296 has a prerequisite of 45 credit hours completed in the program.