

### 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:

Gerald Doyle, MBA, CPA  
Room 245  
Phone: 304-710-3409 or 1-866-N-ROLLED (1-866-676-5533)  
E-mail: [doyle@mctc.edu](mailto:doyle@mctc.edu)

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

**Accounting Major Code – CA25**

|                               |                       |
|-------------------------------|-----------------------|
| <b>Name:</b>                  | <b>ID Number 942-</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 (EDGE)  |     | 3   |    |                       |     |    |
| ENL 101            | Written Communication <sup>1</sup>   |     | 3   |    |                       |     |    |
| IT 101             | Fundamentals of Computers  |     | 3   |    |                       |     |    |
| MAT 120            | Applied Professional Math <sup>2</sup>   |     | 3   |    |                       |     |    |
| MG 101             | Introduction to Business (EDGE)  |     | 3   |    |                       |     |    |
|                    |  |     | 15  |    |                       |     |    |
| AC 201             | Financial Accounting I <sup>3</sup>  |     | 3   |    |                       |     |    |
| COM 112 or COM 125 | Oral Communication or Interpersonal Communication                                    |     | 3   |    |                       |     |    |
| EC 201             | Fundamentals of Microeconomics   |     | 3   |    |                       |     |    |
| IT 150             | Applications to Spreadsheets <sup>4</sup> (EDGE)                                     |     | 3   |    |                       |     |    |
| MK 130             | Fundamentals of Marketing  |     | 3   |    |                       |     |    |
|                    |  |     | 15  |    |                       |     |    |
| AC 210             | Managerial Accounting <sup>5</sup>   |     | 3   |    |                       |     |    |
| AC 221             | Computerized Accounting I <sup>6</sup>   |     | 3   |    |                       |     |    |
| AC 225 or MAT 110  | Excel for Accounts <sup>7</sup> or Statistics for Business and Industry <sup>8</sup> |     | 3   |    |                       |     |    |
| EC 202             | Fundamentals of Macroeconomics   |     | 3   |    |                       |     |    |
| MG 202             | Business Organization & Management <sup>9</sup>                                      |     | 3   |    |                       |     |    |
|                    |  |     | 15  |    |                       |     |    |
| AC 202             | Financial Accounting II <sup>10</sup>  |     | 3   |    |                       |     |    |
| AC 234             | Taxation <sup>11</sup>   |     | 3   |    |                       |     |    |
| FN 231             | Business Finance <sup>12</sup>   |     | 3   |    |                       |     |    |
| MG 226             | Business Law   |     | 3   |    |                       |     |    |
| MG 296             | Integrated Business Strategies <sup>13</sup>   |     | 3   |    |                       |     |    |
|                    |  |     | 15  |    |                       |     |    |
|                    | <b>HOURS REQUIRED FOR GRADUATION</b>   |     | 60  |    |                       |     |    |

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

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

<sup>1</sup>ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>2</sup>MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup>AC 201 has a prerequisite of AC 103 or permission.

<sup>4</sup>IT 150 has a prerequisite of IT 101 or IT 102.

<sup>5</sup>AC 210, has a prerequisite of AC 103 or AC 108 or AC 201.

<sup>6</sup>AC 221 has a prerequisite of AC 103, AC 108 or AC 201, and IT 101 or permission.

<sup>7</sup>AC 225 has prerequisites of AC 103, AC 201, and IT 150.

<sup>8</sup>MAT 110 has a prerequisite of MAT 120.

<sup>9</sup>MG 202 has a prerequisite of MG 101.

<sup>10</sup>AC 202 has a prerequisite of AC 201 or AC 108.

<sup>11</sup>AC 234 has a prerequisite of AC 103, AC 108, AC 201, ACC 215, or ACC 216.

<sup>12</sup>FN 231 has a prerequisite AC 103, AC 108, AC 201, or ACC 215.

<sup>13</sup>MG 296 has a prerequisite of 45 credit hours completed in the program.

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