

SCHOOL OF BUSINESS
Accounting AAS Degree (AC13)
Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program 5 Terms
 Credit Hours Required for Graduation..... 64

Purpose: The Accounting Associate of Applied Science degree program prepares students for a variety of careers in accounting in today’s technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

General Core Courses	<u>Credits</u>
	Total 15 credit hours
Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics	3
<i>(one of the following required)</i>	
MATH 1101 Mathematical Modeling	
MATH 1111 College Algebra	
MATH 1127 Introduction to Statistics	
Area IV Humanities/Fine Arts	3
General Education Elective	3

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses	Total 49 credit hours
ACCT 1100 Financial Accounting I	4
ACCT 1105 Financial Accounting II	4
ACCT 1115 Computerized Accounting	3
ACCT 1120 Spreadsheet Applications	4
ACCT 1125 Individual Tax Accounting	3
ACCT 1130 Payroll Accounting	3
ACCT 2000 Managerial Accounting	3
BUSN 1460 Keyboarding and Document Formatting	4
COLL 1010 College and Career Success Skills	3
Accounting Electives	9
General Electives	9

Estimated cost of books and supplies for full program is approximately \$2,000.

SCHOOL OF BUSINESS
Accounting Diploma (AC12)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program 4 Terms
 Credit Hours Required for Graduation..... 40

Purpose: The Accounting diploma program prepares students for a variety of entry-level positions in accounting in today’s technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

<u>Program Courses</u>	<u>Credits</u>
Basic Skills Courses	Total 9 credit hours
COLL 1010 College and Career Success Skills	3
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
Occupational Courses	Total 31 credit hours
ACCT 1100 Financial Accounting I	4
ACCT 1105 Financial Accounting II	4
ACCT 1115 Computerized Accounting	3
ACCT 1120 Spreadsheet Applications	3
ACCT 1125 Individual Tax Accounting	3
ACCT 1130 Payroll Accounting	3
BUSN 1460 Keyboarding and Document Formatting	4
Accounting Elective	3
Specific Occupational-Guided Elective	3

Estimated cost of books and supplies for full program is approximately \$1,500

SCHOOL OF BUSINESS

Office Accounting Specialist Certificate (OA31)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program..... 2 Terms
 Credit Hours Required for Graduation..... 14

Purpose: The Office Accounting Specialist certificate program provides entry-level office accounting skills. Topics include: principles of accounting, computerized accounting, and basic computer skills.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

Credits

ACCT	1100	Financial Accounting I	4
ACCT	1105	Financial Accounting II	4
ACCT	1115	Computerized Accounting	3
COLL	1010	College and Career Success Skills	3

Estimated cost of books and supplies for full program is approximately \$800.

Payroll Accounting Specialist Certificate (PA61)

Offered at Clarkesville and Blairsville Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program..... 2 Terms
 Credit Hours Required for Graduation..... 17

Purpose: The Payroll Accounting Specialist certificate program provides entry-level skills into payroll accounting. Topics include principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

Credits

ACCT	1100	Financial Accounting I	4
ACCT	1105	Financial Accounting II	4
ACCT	1115	Computerized Accounting	3
ACCT	1130	Payroll Accounting	3
COLL	1010	College and Career Success Skills	3

Estimated cost of books and supplies for full program is approximately \$900.