

**Business and Information Technology Division**  
**Accounting (A25100)**  
Associate of Applied Science Degree  
Mini 'Mesters-Evening Program

COURSE NO.	COURSE TITLE	HOURS	HUMANITIES ELECTIVES	SOCIAL SCIENCE ELECTIVES	SOCIAL SCIENCE ELECTIVES cont.
<b>Fall</b>					
ACC 120 (1 <sup>st</sup> or 2 <sup>nd</sup> session)	Prin of Financial Accounting	4	ART 111 Art Appreciation	ANT 210 General Anthropology	POL 210 Comparative Government
BUS 115	Business Law I	3	ART 114 Art History Survey I	ANT 220 Cultural Anthropology	POL 220 International Relations
ACC 149 (2 <sup>nd</sup> session) CIS 110 (1 <sup>st</sup> session)	Intro to Acct Spreadsheets <b>OR</b> Intro to Computers	2 3	ART 115 Art History Survey II	ANT 221 Comparative Cultures	PSY 150 General Psychology
ENG 111	Expository Writing	3	ART 116 Survey of American Art	ANT 230 Physical Anthropology	SOC 210 Intro to Sociology
<b>Spring</b>					
ACC 121 (2 <sup>nd</sup> session)	Prin of Managerial Accounting	4	ART 117 Non-Western Art History	ANT 240 Archaeology	SOC 213 Sociology of the Family
ACC 129 (1 <sup>st</sup> session)	Individual Income Taxes	3	ENG 131 Intro to Literature	ECO 252 Prin of Macroeconomics	SOC 220 Social Problems
ACC 149 CIS 110	Intro to Acct Spreadsheets <b>OR</b> Intro to Computers	2 3	ENG 231 American Literature I	GEO 111 World Geography	SOC 225 Social Diversity
<b>Elective</b>	<b>Business/COE Elective</b>	3	ENG 232 American Literature II	GEO 112 Cultural Geography	SOC 230 Race and Ethnic Relations
<b>Summer</b>					
ACC 122	Prin of Financial Acct II	3	ENG 241 British Literature I	GEO 130 Physical Geography	
ACC 140	Payroll Accounting	2	ENG 242 British Literature II	GEO 131 Physical Geography I	
<b>MAT 110 or higher</b>	<b>Math 110 or Higher Elective</b>	3	ENG 273 African-American Literature	GEO 132 Physical Geography II	<b>MATH ELECTIVES</b>
			HUM 110 Technology and Society	HIS 111 World Civilizations I	MAT 115 Mathematical Models
			MUS 110 Music Appreciation	HIS 112 World Civilizations II	MAT 120 Geometry and Trig
			MUS 112 Intro To Jazz	HIS 114 Comparative World History	MAT 121 Algebra/Trigonometry
			MUS 113 American Music	HIS 116 Current World Problems	MAT 140 Survey of Mathematics
			MUS 210 History of Rock Music	HIS 121 Western Civilization I	MAT 151 Statistics I
			PHI 210 History of Philosophy	HIS 122 Western Civilization II	MAT 161 College Algebra
			PHI 215 Philosophical Issues	HIS 131 American History I	
			PHI 220 Western Philosophy I	HIS 132 American History II	<b>BUSINESS/CO-OP ELECTIVES</b>
			PHI 221 Western Philosophy II	HIS 162 Women and History	BUS 110 Intro to Business
			PHI 230 Introduction to Logic	HIS 211 Ancient History	BUS 116 Business Law II
			PHI 240 Intro to Ethics	HIS 212 Medieval History	BUS 121 Business Math
			REL 110 World Religion	HIS 213 Modern Europe to 1815	BUS 125 Personal Finance
			REL 111 Eastern Religion	HIS 214 Modern Europe Since 1815	BUS 137 Prin of Management
			REL 112 Western Religion	HIS 221 African-American History	BUS 210 Investment Analysis
			REL 211 Intro to Old Testament	HIS 236 North Carolina History	BUS 217 Employment Law & Regs
			REL 212 Intro to New Testament	POL 110 Intro Political Science	BUS 220 Purchasing
			REL 221 Religion in America	POL 120 American Government	BUS 225 Business Finance
				POL 130 State & Local Government	BUS 230 Small Business Mgmt
					BUS 231 Computerized Inventory
					BUS 234 Training & Development
					BUS 260 Business Comm
					COE (contact co-op office for info)
<b>Options are available for students attending on a part-time basis. Please see your advisor.</b>			Prerequisite required		
<b>Total Program Hours</b>			67	Course available online	Effective Fall 2009

## Gaston College Accounting

The Accounting curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the accounting profession. Using the “language of business” and technology resources, accountants, assemble analyze, process, and communicate information about financial operations. In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics. Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

### Occupational Outlook Handbook Information ([www.bls.gov](http://www.bls.gov))

Employers usually prefer bookkeeping, accounting, and auditing specialists to have at least a high school diploma and some accounting coursework or relevant work experience. Accounting specialists should also have good communication skills, be detail-oriented, and trustworthy.

**Education and training.** Most bookkeeping, accounting, and auditing specialists are required to have a high school degree at a minimum. However, having some college is increasingly important and an associate degree in business or accounting is required for some positions. Although a bachelor’s degree is rarely required, graduates may accept bookkeeping, accounting, and auditing clerk positions to get into a particular company or to enter the accounting or finance field with the hope of eventually being promoted.

Once hired, bookkeeping, accounting, and auditing specialists usually receive on-the-job training. Under the guidance of a supervisor or another more experienced employee, new clerks learn company procedures. Some formal classroom training also may be necessary, such as training in specialized computer software.

**Other qualifications.** Experience in a related job and working in an office environment also is recommended. Employers prefer workers who can use computers; knowledge of word processing and spreadsheet software is especially valuable.

Bookkeeping, accounting, and auditing specialists must be careful, orderly, and detail-oriented in order to avoid making errors and to recognize errors made by others. These workers also should be discreet and trustworthy because they frequently come in contact with confidential material. They should also have good communication skills because they increasingly work with customers. In addition, all bookkeeping, accounting, and auditing specialists should have a strong aptitude for numbers.

### Student Success

“Gaston College has been a great experience for me. I love the convenience, affordability and flexibility available for all work schedules. The instructors have been great, and I am definitely learning a great deal. I feel that I will be well-equipped to go out and obtain a good job and be able to perform well. I will definitely recommend this program and this college for a well-rounded learning experience.”

Darla Stone, Accounting student

### Gaston College Graduates

Gaston College Accounting graduates have obtained employment with local employers including: Gaston Housing Authority, Gaston Family Docs, A&A Grading, and the Gaston College Business Office.

### Contact Information

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