

Accounting

Accounting Specialist

Associate of Applied Science Degree
Sioux City Campus

Program Overview and Opportunities:

The Accounting Specialist Associate of Applied Science degree prepares students for entry-level accounting positions. Students are provided with the skills and knowledge to advance within the accounting field. Students study accounting principles, business law, communication skills, payroll, income tax, computerized accounting, and computerized business applications.

Graduates may be employed by for-profit and not-for-profit entities, manufacturing entities, accounting firms, insurance offices, and agribusiness firms in a variety of positions such as general accounting clerks, accounts payable/receivable specialists, personal income tax clerks, collection clerks, payroll clerks, and bookkeepers. Credit hours earned in this program can be applied toward a baccalaureate degree.



Program Advisors

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Accounting Specialist Curriculum

Course #	Title	Credits
ACC 131	Principles of Accounting I#	4
MAT 102	Intermediate Algebra*	4
CSC 110	Introduction to Computers	3
ADM 154	Business Communication	3
ADM 131	Office Calculators*	1
ACC 132	Principles of Accounting II#	4
ACC 261	Income Tax Accounting#	3
BUS 185	Business Law I	3
ACC 161	Payroll Accounting#	3
ECN 120	Principles of Macroeconomics	3
PSY 102	Human and Work Relations	3
SPC 122	Interpersonal Communications	3
SDV 153	Pre-employment Strategies	2
ACC 231	Intermediate Accounting I#	4
ACC 222	Cost Accounting#	4
BUS 186	Business Law II	3
FIN 130	Principles of Finance	3
ACC 232	Intermediate Accounting II#	4
ACC 281	Auditing#	3
ACC 311	Computer Accounting#	3
PHI 105	Introduction to Ethics	3
BUS 934	Capstone Experience	1
BUS 930	Career Readiness	1
Total Credits		68

* Denotes courses commonly articulated with area high schools.
Students must have earned a C (2.0) or better in courses as identified by # before graduation.

If you plan to transfer, meet with a program advisor for other general education options.

Are You a Part-time Student?

This program could be taken on a part-time basis.

Some of the courses are offered online.

Please see an advisor to develop an individualized plan of study.

Sections of shading above indicate groups of courses that could be taken during the same semester if a full-time student is academically ready for all courses.

See course descriptions in the back of the catalog for more detailed information about course prerequisites and co-requisites.

Please see an advisor to ensure correct course sequence.

Accounting

Accounting

Diploma
Sioux City Campus

Program Overview and Opportunities:

The Accounting diploma is similar to the first three semesters of the Accounting Specialist A.A.S. program. Graduates of this program are prepared to be accounting data entry clerks. They perform basic bookkeeping and accounting tasks such as posting cash receipts, expenses, or other transactions to journals or ledgers and verifying accuracy. They may review invoices, bills, vouchers, or other documents for corrections before entry into the permanent records. They may also sort and file documents and perform calculations.

Program Advisors

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Accounting Curriculum

Course #	Title	Credits
ACC 131	Principles of Accounting I#	4
MAT 102	Intermediate Algebra	4
CSC 110	Introduction to Computers	3
ADM 154	Business Communication	3
ADM 131	Office Calculators*	1
ACC 132	Principles of Accounting II#	4
ACC 261	Income Tax Accounting#	3
BUS 185	Business Law I	3
ACC 161	Payroll Accounting#	3
ECN 120	Principles of Macroeconomics	3
PSY 102	Human and Work Relations	3
SPC 122	Interpersonal Communications	3
SDV 153	Pre-employment Strategies	2
ACC 334	QuickBooks	1
BUS 930	Career Readiness	1
Total Credits		41

* Denotes courses commonly articulated with area high schools.
Students must have earned a C (2.0) or better in courses as identified by # before graduation.

Bookkeeping and Office Support

Diploma
Sioux City Campus

Program Overview and Opportunities:

The Bookkeeping and Office Support program is designed for someone who likes both office and bookkeeping skills. Course work includes bookkeeping and office procedures and machine skills using computers and electronic calculators. Program emphasis is on developing bookkeeping concepts so that graduates can assist an accountant as well as perform necessary office skills. Training includes group and individual instruction, laboratory practice, worksheets and financial statement preparation.

Graduates of the Bookkeeping and Office Support program will find employment as general ledger, inventory and payroll clerks, assistant bookkeepers, and related jobs.

Program Advisors

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Bookkeeping and Office Support Curriculum

Course #	Title	Credits
ACC 131	Principles of Accounting I	4
ADM 159	Proofreading and Editing	3
ADM 105	Intro to Keyboarding	1
MAT	Math General Education Elective	3
BCA 109	Windows Operating Systems	2
ADM 123	Document Formatting I	3
ADM 254	Business Professionalism	1
ACC 132	Principles of Accounting II	4
ADM 124	Document Formatting II	3
ACC 161	Payroll Accounting	3
ADM 166	Office Procedures I	3
BCA 147	Basic Spreadsheets*	2
ADM 131	Office Calculators*	1
PSY 102	Human and Work Relations	3
ACC 311	Computer Accounting	3
SDV 153	Pre-employment Strategies	2
BUS 930	Career Readiness	1
Total Credits		42

* Denotes courses commonly articulated with area high schools.

Sections of shading above indicate groups of courses that could be taken during the same semester if a full-time student is academically ready for all courses.

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Accounting

Cost Accounting

Certificate

Sioux City, Cherokee, and Denison Campuses

Program Overview and Opportunities:

This certificate program is designed to enable the student to prepare cost accounting reports, including cost of production reports and variance analysis, and to use computers to aid in the preparation and analysis of such reports. These courses can be applied toward the fulfillment of the Accounting Specialist associate degree.

Program Advisors

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Cost Accounting Curriculum

Course #	Title	Credits
MAT 102	Intermediate Algebra (or higher level math)	4
ADM 131	Office Calculators*	1
ACC 131	Principles of Accounting I	4
ACC 132	Principles of Accounting II	4
CSC 110	Introduction to Computers	3
ACC 222	Cost Accounting	4
Total Credits		20

* Denotes courses commonly articulated with area high schools.

Are You a Part-time Student?

This program could be taken on a part-time basis.
Some of the courses are offered online.
Please see an advisor to develop an individualized plan of study.

Payroll Clerk

Certificate

Sioux City Campus

Program Overview and Opportunities:

This certificate program is designed to enable the student to compute wages and salaries, maintain payroll records, and prepare reports required by governmental agencies and the employer.

Program Advisors

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Payroll Clerk Curriculum

Course #	Title	Credits
ACC 131	Principles of Accounting I	4
ADM 131	Office Calculators*	1
MAT 102	Intermediate Algebra	4
ACC 161	Payroll Accounting	3
ACC 334	QuickBooks	1
Total Credits		13

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