**ACCOUNTING** Associate of Applied Science

**Program Chair: Matthew Mburu;** [**mmburu@tacomacc.edu**](mailto:mmburu@tacomacc.edu)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **Accounting Office Associate Certificate** |  | | **Credits**  **Avail.** | | **Quarter**  **Offered** | **Credits Earned** |
| ACCT 101 | Practical Accounting I (**prereq:** Appropriate placement by the Math Direct-Self-Placement Tool **or** Math / ABE 85 or above) | 5 | | **F,W,Sp** |  |
| CU 105 | Word I, Excel I **OR** CU 102 & CU 103 (**no prereq:** CU 100 recommended) | 5 | | F,W,Sp,S |  |
| BUS 164 | Leadership & Human Relations (may substitute PSYC& 100 for transfer level **-** talk with your advisor) | 5 | | F,W,Sp,S |  |
| Credits: | | 15 | | **15 Total Credits** |  |
| **Assistant Bookkeeping Clerk Certificate** | **ACCT& 201** | Principles of Accounting I (**prereq:** Appropriate placement by the Math Direct-Self-Placement Tool **or** Math / ABE 85 or above) | 5 | | F,**W,Sp,S** |  |
| BUS 110 | Business Math I (**prereq:** Appropriate placement by the Math Direct-Self- Placement Tool **or** Math / ABE 85 or above) (may substitute MATH 147 for transfer level - talk with your advisor) | 5 | | F,W,Sp,S |  |
| **ENGL& 101** | **English Composition I** (**prereq:** completion of English Direct-Self-Placement Tool) | 5 | | F,W,Sp,S |  |
| Credits: | | 15 | 15 + 15 **= 30 Total Credits** | |  |
| **Bookkeeping Systems Certificate** | **ACCT 145** | **Payroll and Business Taxes** (**prereqs:** BUS 110or MATH 147 **and** ACCT& 201) | 5 | | **Sp** |  |
| BUS 280 | Career Readiness Skills | 2 | | F,W,Sp,S |  |
| **CMST& 101** | **Introduction to Communication** | 5 | | F,W,Sp,S |  |
| CU 203 | Excel II (**prereq:** CU 103or CU 105) | 3 | | F, W, Sp |  |
| Credits: | | 15 | 15+ 30 = **45 Total Credits** | |  |
| **Core Requirements** | ACCT& 202 | Principles of Accounting II (**prereq:** ACCT& 201) | 5 | | **F**, W, **Sp** |  |
| **ACCT 165** | **Accounting with Sage** (**prereqs:** CU 103 or CU 105 **and** ACCT& 201) | 5 | | F |  |
| ACCT 175 | Accounting with **QuickBooks** (**prereq:** ACCT& 201)  (Recommended Preparation: ACCT 165) | 5 | | **W** |  |
| ACCT 250 | Federal Income Tax (**prereq:** ACCT 101 **or** ACCT& 201) | 5 | | **F** |  |
| ACCT 290 | Work Internship | 5 | | F,W,Sp,S |  |
| **BUS& 201** | **Business Law** | 5 | | F,W,Sp,S |  |
| Credits: | | 30 | 30 + 45 = **75 Total Credits** | |  |
| **Electives** | **Student must complete 15 credits from this section.** (*Approved elective courses listed on backside.)* | | | | | |
| CHOICE 1 |  | 5 | |  |  |
| CHOICE 2 |  | 5 | |  |  |
| CHOICE 3 |  | 5 | |  |  |
| Credits: | | 15 | 15 + 75 = **90 Total Credits** | |  |

**NOTE:** To earn this degree, student must pass all courses with a C or higher and must have earned all 90 credits with a cumulative GPA of 2.0 or higher. Courses are offered in Lecture, Web-enhanced, Hybrid, and **Fully Online** modes. **Every course is available online. Discuss online options with your academic advisor.**  Not every course is offered every quarter.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| F\_\_\_\_\_\_\_\_ | W\_\_\_\_\_\_\_\_ | SP\_\_\_\_\_\_\_\_ | S\_\_\_\_\_\_\_\_\_ | F\_\_\_\_\_\_\_\_ | W\_\_\_\_\_\_\_\_ | SP\_\_\_\_\_\_\_\_ | S\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***Approved elective courses listed on backside.***

**Accounting AAS**

**Approved Electives**

***(Electives other than those listed may be taken with Chair’s Permission)***

ACCOUNTING

**ACCT& 203** Principles of Accounting III (5)

BUSINESS

**BUS& 101** Intro to Business (5)

**BUS 102** Customer Service (2)

**BUS 140** Marketing and Business Development (5)

**BUS 150** Global Business (5)

**BUS 160** Small Business Entrepreneurship (5)

**BUS 163** Management Principles and Organizational Systems (5)

**BUS 165** Human Resource Management (3)

**BUS 232** Intro to Project Management

**BUS 256** Statistical Analysis (5)

**BUS 257** Social Media for Business (5)

**BUS 260** Small Business Operations (5)

**BUS 295** Entrepreneurial & Innovative Mindset (5)

COMPUTER USER

**CU 100** Intro to Practical Computing (2)

**CU 104** PowerPoint (1)

**CU 108** Outlook (2)

**CU 110** Access I (2)

**CU 210** Access II (3)

ECONOMICS

**ECON& 201** Micro Economics (5)

**ECON& 202** Marco Economics (5)

**ENGLISH**

**ENGL& 102** English Composition II (5)

**ENGL 103** English Composition III (5)

**ENGL&220** Introduction to Shakespeare (5)

**ENGL&226** British Literature I (5)

**ENGL&227** British Literature II (5)

**ENGL&235** Technical Writing (5)

**ENGL&244** American Literature I (5)

**ENGL&245** American Literature II (5)

**ENGL&246** American Literature III (5)

**ENGL178** Trillium Production Workshop

**ENGL234** Introduction to Mythology and Folk Stories (5)

**ENGL242** Contemporary Non-Western Literature (5)

**ENGL261** The Bible as Literature (5)

**ENGL262** Children's Literature (5)

**ENGL271** Contemporary American Fiction (5)

**ENGL280** Literatures of Diversity (5)

**ENGL299** Independent Study (5)

**COLLEGE**

**COL 101** College 101 (5)

HEALTH INFORMATION TECHNOLOGY

**HIT 105** Comprehensive Medical Terminology (5)

**HIT 130** Medical Terminology I (3)

HIT 195 Health Law and Ethics (3)

INFORMATION TECHNOLOGY

IT 246 Database Implementation (5)

LOGISTICS

LOG 102 Transport and Distribution (5)

LOG 104 Applied Warehousing/Inventory Mgmt. (5)

LOG 108 International Trade and Logistics Mgmt. (5)

LOG 115 Logistics Security and Risk Mgmt. (3)

MATHEMATICS

MATH& 107 Math in Society

MATH & 141/142 Pre-calculus I (5)/ Pre-calculus II (5)

MATH & 146 Statistics (5)

MATH 147 College Algebra for Bus & Econ (5)

MATH& 148 Business Calculus (5)

MATH& 151 Calculus I (5)

MATH & 152 Calculus II (5)

MATH &153 Calculus III (5)

MATH 220 Linear Algebra (5)

MATH 238 Elements of Differential Equations (5)

MATH& 254 Calculus IV (5)

MEDICAL OFFICE

MO 101 Healthcare Delivery (5)

MO 110 Medical Office Procedures (5)