



PROGRAM DETAILS

Core Courses

Course Code	Course Title	Credit Hour
OST1711	Word Processing for Windows	4
OST1852	Spreadsheet for Windows	4
APA1001	Accounting Fundamentals I	4
APA1146	Computerized Accounting - Quickbooks	4
CTS1216	Presentation Aid for Windows	2
APA1142	Computerized Accounting - Peachtree	2
APA1801	Accounting Fundamentals II	4
SLS2402	Career Research	2
OST1794	Internet Concepts	2
APA1135	Bookkeeping Certification Preparation	4
MNA2012	Principles of Management	4
BUL2132	Business Law	4
TAX1003	Taxation	4
MNA1110	Organizational Behavior	4
APA1162	Cost Accounting	4
TOTAL		52

General Courses

Course Code	Course Title	Credit Hour
ENC1100	English Composition I	4
MAC1100	Fundamentals of College Math I	4
ENC1106	English Composition II	4
SPC1013	Speech	4
TOTAL		16

Total Semester Credit Hours required: 68



**Acquire the Skills to
become a professional**

-AS in Accounting at CBT College

SCHOOL OF BUSINESS ACCOUNTING



PROGRAM SHOWCASE

CBT College's Associate Degree in Accounting prepares students academically and professionally while developing essential behaviors for an entry-level accounting position in today's economic environment. The first year of this program is designed to guide our students through the entire accounting cycle as applicable to proprietorships, partnerships, and corporations. The second year focuses on the refinement of accounting theory, working with incomplete records, cost accounting, and hands-on computer applications. Lastly, the courses provide an understanding of accounting methods, management skills, and business knowledge. An essential element of each course is learning to use computers and a variety of software applications.

INDUSTRY APPLICATION

With an associate degree in accounting, you will be prepared for a number of entry-level accounting jobs. Some of these jobs include:

- Accounts Receivable Clerk
- Accounting Assistant
- Billing Clerk
- Bookkeeper
- Accounts Payable Clerk
- Payroll Clerk

"Plentiful Job Openings."

U.S. Bureau of Labor Statistics Occupational Outlook Handbook

JOB OUTLOOK

According to the U.S. Bureau of Labor Statistics Occupational Outlook Handbook, www.bls.gov, this occupation ensures plentiful job openings, including many opportunities for temporary and part-time because such positions are crucial to the day-to-day operations and activities of all businesses. In addition, the skills acquired may also be useful in one's day-to-day affairs.

