

## Business - Accounting/Finance Support Specialist Option

### Associate in Applied Science

Minimum of 61 credit hours

If you enjoy working with numbers and solving financial problems, consider a career in accounting and finance. The two-year associate degree program in accounting/finance support specialist at Oklahoma City Community College is designed specifically for someone looking to enter the job market immediately after graduation. If you are planning to transfer and complete a bachelor's degree in accounting or finance, you should consider an associate in science degree in business instead.

### Course Sequence

Course ID	Course Name	Credits	Type	Min Gd
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	Success in College and Life	1	Life Skills	
BUS 1013	Introduction to Business	3	Major	C
ENGL 1113	English Composition I	3	Gen Ed	
BUS 1323	Mathematics for Business Careers	3	Support	C
FIN 1013	Personal Finance	3	Major	C
POLSC 1113	American Federal Government	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ACCT 2113	Accounting I/Financial	3	Major	C
ENGL 1213	English Composition II	OR	Gen Ed	
ENGL 1233	Technical Writing for the Workplace	OR	Gen Ed	
COM 1123	Interpersonal Communications	OR	Gen Ed	
COM 2213	Intro to Public Speaking	3	Gen Ed	
ECON 2123	Principles of Microeconomics	3	Major	C
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
BUS 1713	Beginning Word Processing	3	Support	C
<b>Suggested Sophomore 1st Semester</b>				
BUS 2033	Business Communication	3	Major	C
BUS 2473	Business Spreadsheet Applications	3	Major	C
ACCT 2123	Accounting II/Managerial	3	Major	C
FIN 2023	Introduction to Business Finance	3	Support	C
FA GEN	Faculty Approved General Education Elective	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
BUS 2043	Business Ethics	3	Gen Ed	
ACCT 2213	Accounting in Quickbooks	3	Major	C
BUS 2493	Advanced Excel	3	Support	C
BUS 2123	Administrative Office Systems	OR	Support	C
CS 2113	Computer Based Information Systems	3	Support	C
FA SUPPORT	Faculty Approved Support Electives	3	Support	C

### Course Grouping

Major Courses: (24 credit hours) (C)ACCT 2113; (C)ACCT 2123; (C)ACCT 2213; Business: (C)BUS 1013; (C)BUS 2033; (C)BUS 2473; Economics: (C)ECON 2123; Finance: (C)FIN 1013

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113; ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213;

History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Approved General Education Elective: Three credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (18 credit hours) Business: (C)BUS 1323; (C)BUS 1713; (C)BUS 2123 or (C)CS 2113; (C)BUS 2493; Finance: (C)FIN 2023;

Faculty Approved Elective

(C) - A grade of "C" or higher must be achieved.

### Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.

## Degree Program Course Descriptions

### **ACCT 2113 - Accounting I/Financial**

*Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.*

3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

### **ACCT 2123 - Accounting II/Managerial**

*Prerequisites: Completion of ACCT 2113 with a grade of "C" or better.*

3 Credits A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

### **ACCT 2213 - Accounting in Quickbooks**

*Prerequisites: ACCT 2113*

3 Credits This course is designed for students who are seeking an Associate in Applied Science - Business Degree. It generally will not transfer to four-year public colleges or universities. Students will demonstrate the use of the computer to complete accounting problems utilizing QuickBooks. This course satisfies the computer proficiency requirement.

### **BUS 1013 - Introduction to Business**

*Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.*

3 Credits The student will become familiar with the economic and social setting of business in the world and the structure of business and management of human and fiscal resources. The student will be able to demonstrate an understanding of these concepts as they are related to American business operations and public policy.

### **BUS 1323 - Mathematics for Business Careers**

*Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.*

3 Credits The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

### **BUS 1713 - Beginning Word Processing**

*Prerequisites: ENGL 0106 or adequate placement score.*

3 Credits Students will use word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software. This course satisfies the computer proficiency requirement.

### **BUS 2033 - Business Communication**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

### **BUS 2043 - Business Ethics**

*Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.*

3 Credits Student will explore standards of honesty and honorable human conduct in the world of business, focusing on how people's plans and intentions affect others.

### **BUS 2123 - Administrative Office Systems**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.*

3 Credits This course is designed to emphasize the management procedures of various office environments. Topics include ethics, employer-employee relations, layout and space design, work simplification, cost control, human relations, office personnel policies and business information systems.

### **BUS 2473 - Business Spreadsheet Applications**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203, or adequate math placement.*

3 Credits The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter

common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used. This course satisfies the computer proficiency requirement.

### **BUS 2493 - Advanced Excel**

*Prerequisites: (R) (W), BUS 2473*

3 Credits This course builds on the previous BUS 2473, Business Spreadsheet Applications. Students will learn advanced Excel features for application in the business world today. This course satisfies the computer proficiency requirement.

### **COM 1123 - Interpersonal Communications**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

### **COM 2213 - Intro to Public Speaking**

*Prerequisites: ENGL 0106 or adequate placement score*

3 Credits Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

### **CS 2113 - Computer Based Information Systems**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.*

3 Credits Covers theory and practice for the design and use of computer-based information systems in organizations, with a focus on the relational database. Student projects will include designing and implementing relational database applications and designing a web page. This course satisfies the computer proficiency requirement.

## **ECON 2123 - Principles of Microeconomics**

*Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.*

3 Credits The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

## **ENGL 1113 - English Composition I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

## **ENGL 1213 - English Composition II**

*Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.*

3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

## **ENGL 1233 - Technical Writing for the Workplace**

*Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score*

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing

reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

## **FA GEN - Faculty Approved General Education Elective**

3 Credits Faculty approved General Education elective

## **FA SUPPORT - Faculty Approved Support Electives**

3 Credits Faculty approved support electives

## **FIN 1013 - Personal Finance**

*Prerequisites: MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined measures.*

3 Credits The student will solve problems involved in personal finance, including budgeting, borrowing, charge accounts, installment buying, insurance, savings, social security, home ownership, banking services, taxes, wills and estates. He or she will demonstrate mastery of these problems by applying the techniques involved to simulated personal finance problems.

## **FIN 2023 - Introduction to Business Finance**

*Prerequisites: MATH 0313 or adequate math placement, ACCT 2113*

3 Credits The student will study the basic concepts essential to the management of business finances and apply these concepts to problems involving financial planning, capital investments, budgeting, time value of money and financial decision making.

## **HIST 1483 - U.S. History to 1877**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

## **HIST 1493 - U.S. History 1877 to Present**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental

operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

## **POLSC 1113 - American Federal Government**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits A study of the principles, structure, processes and functions of the United States federal government.

## **SCL 1001 - Success in College and Life**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans to satisfy the Life Skills requirement.