

ACCOUNTING, BUSINESS AND COMPUTER STUDIES



Accounting, Business, and Computer Studies

Page	
74	Accounting Technology
75	Accounting
76	Business Management
77	Hospitality and Tourism
77	Management and Supervision
77	Marketing and Merchandising
77	Sales
78-79	Information Technology Specialist
80-81	Medical Billing and Coding
82	Office Administration
83	Office Assistant



Accounting Technology (AAS)

Degree Type: Associate of Applied Science Degree

Contact: Julie Becker jbecker@trcc.edu

Purpose: Career and Technical Education. The Accounting Technology program is designed for students planning a career that requires expertise in accounting, information systems, and/or communication. Possible areas of employment include health care, banking, manufacturing, merchandising, and public accounting.

FIRST YEAR

Fall Semester			Hours
ACCT	211	Principles of Accounting I	3
ENGL	111	College Writing	3
GOVT	121	National and State Government	3
IST	100	Computer Applications	3
MATH MATH	161 163	Mathematical Reasoning and Modeling <i>-or-</i> College Algebra for Calculus <i>-or-</i> higher math course	3
TOTAL HOURS			15

Spring Semester			Hours
ACCT	212	Principles of Accounting II	3
BLAW	221	Legal and Ethical Environment of Business	3
ENGL	112	Advanced College Writing	3
IST	268	Spreadsheet Applications	3
BUAD BUAD IST IST	120 221 126 269	Introduction to Business <i>-or-</i> Fundamentals of Management <i>-or-</i> Word Processing Applications <i>-or-</i> Database Applications	3
TOTAL HOURS			15

SECOND YEAR

Fall Semester			Hours
ACCT	218	Payroll Accounting	3
ACCT	225	Intermediate Accounting I	3
ACCT	237	Income Tax Accounting	3
BUED	203	Business Communication	3
ECON ECON	211 212	Principles of Macroeconomics <i>-or-</i> Principles of Microeconomics	3
SCOM	110	Public Speaking	3
TOTAL HOURS			18

Spring Semester			Hours
ACCT	219	Accounting Management Software	3
ACCT	226	Intermediate Accounting II	3
ACCT	227	Financial Analysis and Budgeting	3
ACCT	258	Cost Accounting	3
ACCT	296	Certified Bookkeeper Review	3
TOTAL HOURS			15

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Perform financial accounting and management functions using report format and procedures.
- Communicate business information effectively within a business environment.
- Demonstrate knowledge of accounting systems for service, merchandising, and manufacturing companies operating as sole proprietorships, partnerships, or enterprises.
- Utilize current income tax resources to prepare personal tax returns.
- Use technology to solve complex business issues, report, and display these solutions in an appropriate manner.
- Demonstrate knowledge of accounting as it relates to payroll.

Accounting (One-Year Certificate)

Certificate Type: One-Year

Contact: Julie Becker jbecker@trcc.edu

Purpose: The Certificate of Accounting provides a basic knowledge of accounting principles combined with computer skills necessary for advancement in the field of accounting. The Certificate of Accounting will apply toward the Associate of Applied Science Degree in Accounting Technology. It could also be beneficial for persons with an Associate of Applied Science Degree in Office Administration, Medical Billing and Coding or Business Management. It also provides the additional courses beyond the Associate of Arts in Business Administration required by Central Methodist University as part of the Bachelor's in Accountancy.

Core Courses

			Hours	
ACCT	211	Principles of Accounting I	3	
ACCT	212	Principles of Accounting II	3	
BUAD	120	Introduction to Business	3	
IST	100	Computer Applications	3	
IST	268	Spreadsheet Applications	3	
ACCT		9 hours electives	9	
TOTAL HOURS			24	

Electives (select 9 credit hours from the following list)

			Hours	
ACCT	218	Payroll Accounting	3	
ACCT	219	Accounting Management Software	3	
ACCT	225	Intermediate Accounting I	3	
ACCT	226	Intermediate Accounting II	3	
ACCT	227	Financial Analysis and Budgeting	3	
ACCT	237	Income Tax Accounting	3	
ACCT	258	Cost Accounting	3	
ACCT	296	Certified Bookkeeper Review	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Business Management (AAS)

Degree Type: Associate of Applied Science Degree

Contact: Dr. Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Business Management courses are designed to provide a two-year intensified business program. This program focuses on developing managerial skills needed for positions in the fields of marketing and management. Included in the Business Management program is an internship to provide specialized on-the-job work experience in the career for which the student is training. Students enrolled in the Business Management program will have the opportunity to join Collegiate DECA.

FIRST YEAR

Fall Semester			Hours	
BMGT	105	Career Management	3	
BUAD	120	Introduction to Business	3	
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
MATH	161	Mathematical Reasoning and Modeling -or- College Algebra for Calculus - or – higher math course	3	
MATH	163			
TOTAL HOURS			15	

Spring Semester			Hours	
ECON	211	Principles of Macroeconomics - or – Principles of Microeconomics	3	
ECON	212			
MKTG	115	Principles of Marketing	3	
MKTG	119	Advertising	3	
MKTG	128	Professional Selling	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
ACCT	216	Business Accounting	3	
BMGT	108	Human Resource Management	3	
BMGT	235	Customer Service Management	3	
GOVT	121	National and State Government	3	
MKTG	118	Retail Merchandising	3	
SCOM	125	Communication in the Workplace	3	
TOTAL HOURS			18	

Spring Semester			Hours	
ACCT	227	Financial Analysis Budgeting - or – Accounting Management Software	3	
ACCT	219			
BLAW	221	Legal and Ethical Environment of Business	3	
BMGT	215	Supervisory Development	3	
BMGT	239	Entrepreneurship	3	
MKTG	297	Internship - or – Hospitality and Tourism - or – Fundamentals of Management	3	
BMGT	107			
BUAD	221			
TOTAL HOURS			15	

Students needing additional information are advised to contact the Business Management Department directly. Faculty advisors will provide program information and enrollment assistance.

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Apply analytical and critical thinking skills with direct application to business environments.
- Demonstrate effective oral, written, and persuasive business communication.
- Summarize human relations and diversity in professional and business environments.
- Apply ethical and moral values to general business principles and practices.
- Demonstrate proper use of technology and computer software applications as they apply to business management.
- Analyze and interpret a business financial statement.

Hospitality & Tourism (One-Year Certificate)

Certificate Type: One-Year

Contact: Dr. Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Hospitality and Tourism certificate program prepares students for employment in the travel and hospitality industry. The courses include instruction in the different aspects of travel and theories and principles concerning the operation of hotels and resorts.

Courses			Hours
ACCT	211	Principles of Accounting I - or -	3
ACCT	216	Business Accounting	
BLAW	221	Legal and Ethical Environment of Business	3
BMGT	107	Hospitality and Tourism	3
BMGT	108	Human Resource Management	3
BMGT	235	Customer Service Management	3
MKTG	115	Principles of Marketing	3
MKTG	118	Retail Merchandising	3
IST	100	Computer Applications	3
TOTAL HOURS			24

Marketing & Merchandising (One-Year Certificate)

Certificate Type: One-Year

Contact: Dr. Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Marketing & Merchandising Certificate program provides the knowledge and skills necessary to prepare individuals to plan and satisfy long-term organizational objectives, such as profitability. This will be accomplished by coordinating and focusing all activities on identifying and satisfying customer needs and wants.

Courses			Hours
ACCT	211	Principles of Accounting I - or -	3
ACCT	216	Business Accounting	
BLAW	221	Legal and Ethical Environment of Business	3
BMGT	108	Human Resource Management	3
BMGT	235	Customer Service Management	3
MKTG	115	Principles of Marketing	3
MKTG	118	Retail Merchandising	3
MKTG	119	Advertising	3
IST	100	Computer Applications	3
TOTAL HOURS			24

Management & Supervision (One-Year Certificate)

Certificate Type: One-Year

Contact: Dr. Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Management and Supervision Certificate program provides the knowledge and skills necessary for effective supervisory performance. It is designed so currently employed persons can further their education and development of leadership qualities. Persons seeking the certificate to obtain an entry-level position will have a functional academic background that will fit many areas of business. Persons interested in this program should enjoy working with people and accomplishing organizational objectives.

Courses			Hours
ACCT	211	Principles of Accounting I - or -	3
ACCT	216	Business Accounting	
BLAW	221	Legal and Ethical Environment of Business	3
BMGT	108	Human Resource Management	3
BMGT	215	Supervisory Development	3
BMGT	235	Customer Service Management	3
BMGT	239	Entrepreneurship	3
IST	100	Computer Applications	3
MKTG	115	Principles of Marketing	3
TOTAL HOURS			24

Sales (One-Year Certificate)

Certificate Type: One-Year

Contact: Martha Kirkman mkirkman@trcc.edu

Purpose: Career and Technical Education. The Sales Certificate program prepares students for sales positions in organizations that market industrial, technical, and consumer goods and services. Students learn to apply practical techniques of selling in a range of situations, act as intermediaries between the customers and suppliers, and comprehend the complex interrelationship between the salesperson and the other components of a business. Persons interested in entering the sales field and those currently employed in sales will benefit from the knowledge and skills received in the coursework provided in this certificate program.

Courses			Hours
ACCT	211	Principles of Accounting I - or -	3
ACCT	216	Business Accounting	
BLAW	221	Legal and Ethical Environment of Business	3
BMGT	108	Human Resource Management	3
BMGT	235	Customer Service Management	3
IST	100	Computer Applications	3
MKTG	115	Principles of Marketing	3
MKTG	119	Advertising	3
MKTG	128	Professional Selling	3
TOTAL HOURS			24

Information Technology Specialist (AAS)

Degree Type: Associate of Applied Science Degree

Contact: Heather Carlton hcarlton@trcc.edu

Purpose: Career and Technical Education. The IT Specialist program prepares students for entry-level positions in the information technology field. IT Specialists work with the software and hardware of computer systems and networks, maintain and troubleshoot computer systems and networks, help install software and hardware, and provide customer service to end users within a network.

FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
MATH	161	Mathematical Reasoning & Modeling <i>–or–</i> College Algebra for Calculus or higher	3	
MATH	161			
MST	115	IT Essentials	3	
MST	118	Networking	3	
TOTAL HOURS			15	

Spring Semester			Hours	
MST	128	Networking: Routing and Switching	3	
MST	135	IT Customer Service and Support	3	
MST	217	Network Security	3	
PHYS	100	Survey of Physics	3	
TOTAL HOURS			12	

Summer Semester			Hours	
MST	197	Coordinated Internship Project I	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			6	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

SECOND YEAR

Fall Semester			Hours	
GOVT	121	National and State Government	3	
MST	117	Linux Essentials	3	
MST	218	Server Administration	3	
MST	225	Scaling Networks	3	
MST	227	IT Programming	3	
TOTAL HOURS			15	

Spring Semester			Hours	
MST	219	Advanced Server Administration	3	
MST	226	Connecting Networks	3	
MST	235	IT Practicum and Survey	3	
MST	297	Coordinated Internship Project II	3	
TOTAL HOURS			12	

Program Outcomes

- Demonstrate the ability to verbally and nonverbally communicate in a professional manner.
- Apply skills learned to troubleshoot computer and network issues in a timely fashion.
- Demonstrate a foundational knowledge of computer systems both hardware and software.
- Demonstrate a foundational knowledge of networking systems both hardware and software.

Information Technology Specialist (One-Year Certificate)

Certificate Type: One-Year

Contact: Heather Carlton hcarlton@trcc.edu

Purpose: Career and Technical Education. The IT Specialist certificate program prepares students for entry-level positions in the information technology field. IT Specialists work with the software and hardware of computer systems, maintain and troubleshoot computer systems, help install software and hardware, and provide customer service to end users within a network.

Fall Semester

Hours

MST	115	IT Essentials	3	
MST	117	Linux Essentials	3	
MST	118	Networking	3	
MST	227	IT Programming	3	
TOTAL HOURS			12	

Spring Semester

Hours

MST	128	Networking: Routing and Switching	3	
MST	135	IT Customer Service and Support	3	
MST	197	Coordinated Internship Project I	3	
MST	217	Network Security	3	
TOTAL HOURS			12	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Medical Billing and Coding (AAS)

Degree Type: Associate of Applied Science Degree

Contact: Julie Becker jbecker@trcc.edu

Purpose: Career and Technical Education. The Medical Billing and Coding program prepares students with the knowledge of ICD and CPT coding to assign accurate codes for diagnosis, procedures, and other services. Students will also learn various clerical and administrative functions that relate to medical facilities. This program prepares the graduate to meet the challenges in today's health care billing and coding systems through the application of practical and theoretical general education, hands-on skill development, and a coordinated internship project.

FIRST YEAR

Fall Semester			Hours	
BIOL	110	Human Biology	3	
BUED	103	Business English	3	
IST	100	Computer Applications	3	
IST	149	Medical Terminology & Coding Procedures	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
IST	126	Word Processing Applications	3	
IST	148	Office Procedures	3	
MATH MATH	161 163	Mathematical Reasoning and Modeling –or– College Algebra for Calculus - or – higher math course	3	
TOTAL HOURS			15	

SECOND YEAR

Fall Semester			Hours	
BMGT	235	Customer Service Management	3	
BUED	203	Business Communications	3	
IST	225	Medical Billing and Coding I	5	
IST	268	Spreadsheet Applications	3	
		Elective	3	
TOTAL HOURS			17	

Spring Semester			Hours	
ECON ECON	211 212	Principles of Macroeconomics - or – Principles of Microeconomics	3	
IST	269	Database Applications	3	
IST	275	Advanced Medical Billing and Coding	7	
IST	297	IST Coordinated Internship Project	3	
TOTAL HOURS			16	

Recommended Electives

ACCT	211	Principles of Accounting I	3	
ACCT	216	Business Accounting	3	
BUAD	221	Fundamentals of Management	3	
BMGT	105	Career Management	3	
BMGT	215	Supervisory Development	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Communicate in a business environment.
- Demonstrate technological skills, including operating systems, word processing, spreadsheets, database management, presentation software, email, and the Internet as a research tool.
- Manage files.
- Employ technology to solve business problems.
- Display professional readiness, including time management, organizational, confidentiality, teamwork, and decision-making skills.
- Use CPT and ICD-CM coding systems.
- Complete health insurance claim forms.

Medical Billing and Coding (One-Year Certificate)

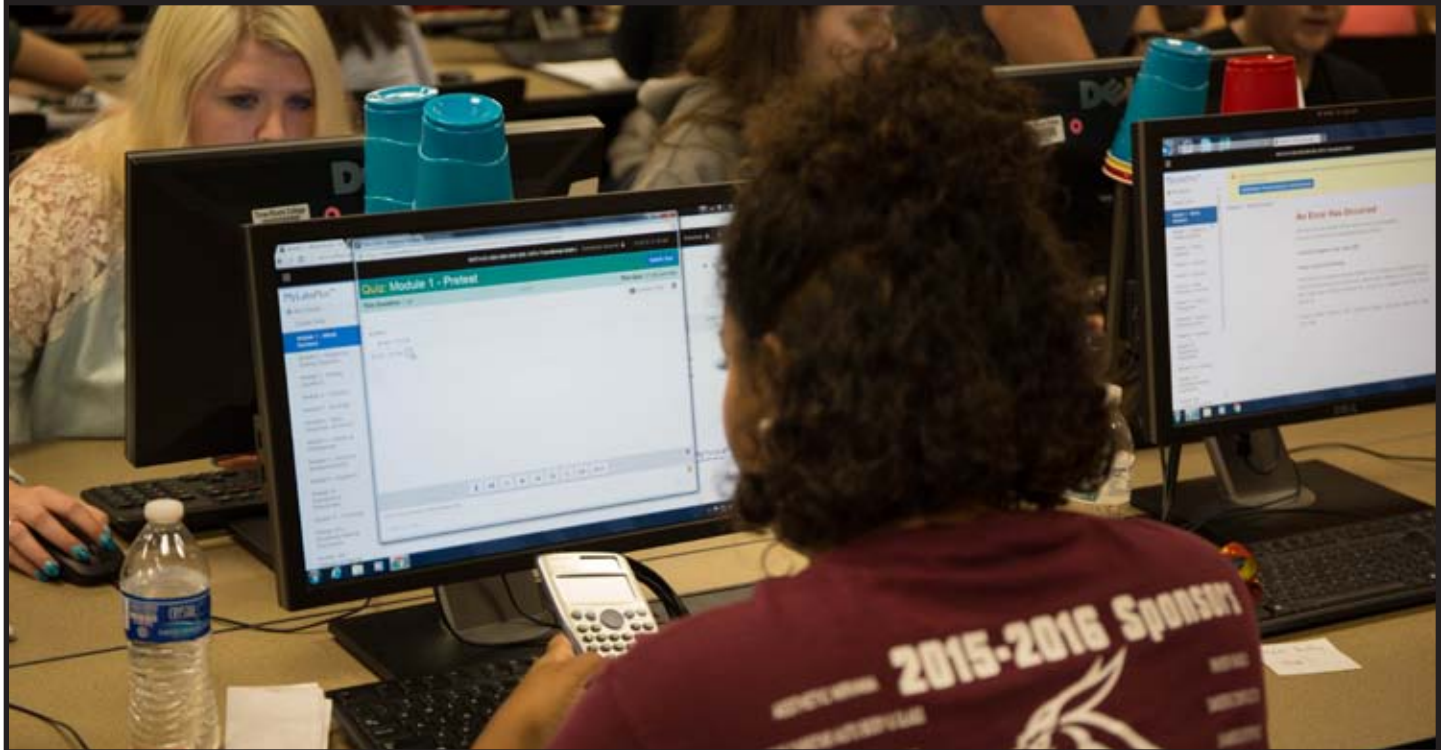
Certificate Type: One-Year

Contact: Julie Becker jbecker@trcc.edu

Purpose: Career and Technical Education. The Medical Billing and Coding Certificate program prepares students for entry-level positions in the medical claims billing field.

Courses			Hours
IST	100	Computer Applications	3
IST	148	Office Procedures	3
IST	149	Medical Terminology and Coding Procedures	3
IST	225	Medical Billing and Coding I	5
IST	126	Word Processing Applications -or-	3
IST	268	Spreadsheet Applications – or –	
IST	269	Database Applications	
IST	275	Advanced Medical Billing and Coding	7
TOTAL HOURS			24

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.



Office Administration (AAS)

Degree Type: Associate of Applied Science Degree

Contact: Julie Becker jbecker@trcc.edu

Purpose: Career and Technical Education. The Office Administration program is designed for individuals who are currently employed in an office environment and for high school graduates planning a career as an office administrative assistant. This program prepares students to meet the challenges of the modern office through the application of practical and theoretical general education, hands-on skill development, and a coordinated internship project.

FIRST YEAR

Fall Semester			Hours	
BUED	103	Business English	3	
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
IST BLAW	149 221	Medical Terminology & Coding Procedures - <i>or</i> - Legal and Ethical Environment of Business	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			15	

Spring Semester			Hours	
BUED	203	Business Communications	3	
ECON ECON	211 212	Principles of Macroeconomics - <i>or</i> - Principles of Microeconomics	3	
IST	126	Word Processing Applications	3	
IST	148	Office Procedures	3	
MATH MATH	161 163	Mathematical Reasoning and Modeling - <i>or</i> - College Algebra for Calculus - <i>or</i> - higher math course	3	
TOTAL HOURS			15	

Recommended Electives

ACCT	219	Accounting Management Software	3	
BUAD	221	Fundamentals of Management	3	
BMGT	105	Career Management	3	
BMGT	215	Supervisory Development	3	
ACCT	212	Principles of Accounting II	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

Program Outcomes

- Communicate in a business environment.
- Demonstrate technological skills, including operating systems, word processing, spreadsheets, database management, presentation software, email, and the Internet as a research tool.
- Manage files.
- Employ technology to solve business problems.
- Display professional readiness, including time management, organizational, confidentiality, teamwork, and decision-making skills.
- Produce transcripts and correspondence using correct terminology and computer technology.

SECOND YEAR

Fall Semester			Hours	
ACCT ACCT	211 216	Principles of Accounting I - <i>or</i> - Business Accounting	3	
BMGT	108	Human Resources Management	3	
BMGT	235	Customer Service Management	3	
BUAD	120	Introduction to Business	3	
IST	256	Administrative Transcription	3	
IST	268	Spreadsheet Applications	3	
TOTAL HOURS			18	

Spring Semester			Hours	
		Elective	3	
GOVT	121	National and State Government	3	
IST	269	Database Applications	3	
IST	296	Office Administrative Applications	3	
IST	297	IST Coordinated Internship Project	3	
TOTAL HOURS			15	

Office Assistant (One-Year Certificate)

Certificate Type: One-Year

Contact: Julie Becker jbecker@trcc.edu

Purpose: Career and Technical Education. The Office Assistant certificate focuses on marketable skills in the area of office assistant. The certificate program is a one-year certificate program consisting of core courses and one elective. Courses will be offered over a period of semesters. The certificate will be awarded upon satisfactory completion of the prescribed curriculum.

Fall Semester			Hours	
BMGT	108	Human Resource Management	3	
BUED	103	Business English	3	
BMGT	235	Customer Service Management	3	
IST	100	Computer Applications	3	
SCOM	110	Public Speaking - <i>or</i> -	3	
SCOM	101	Human Communication - <i>or</i> -		
SCOM	125	Communication in the Workplace		
		Elective*	3	
TOTAL HOURS			15-18	

Spring Semester			Hours	
ENGL	111	College Writing	3	
IST	126	Word Processing Applications	3	
IST	148	Office Procedures	3	
IST	268	Spreadsheet Applications	3	
		Elective*	3	
TOTAL HOURS			15-18	

***Student will take one (1) elective course either in the Fall or Spring semester.**

Recommended Electives

BLAW	221	Legal and Ethical Environment of Business	3	
IST	149	Medical Terminology & Coding Procedures	3	
IST	256	Administrative Transcription (Fall only course)	3	
IST	269	Database Applications	3	
BUAD	120	Introduction to Business	3	

Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

