

Murray State College  
Tishomingo and Ardmore

**Business Management—Administrative Accounting Option**

PROGRAM REQUIREMENTS	Credit Hours
<b>GENERAL EDUCATION</b> .....	<b>19-20</b>
<b>EFFECTIVE COMMUNICATION</b> (6 Hours)	
ENG 1113 English Composition I .....	3
ENG 1213 English Composition II (or) .....	3
SPC 1113 Fundamentals of Speech	
<b>HISTORY AND POLITICAL AWARENESS</b> (6 Hours)	
HST 1483 US History to 1877 (or) .....	3
HST 1493 US History since 1877	
GVT 1113 American Federal Government .....	3
<b>HUMANITIES</b> (1 Hour)	
HUM 1111 Humanities (or) .....	1
Any course FROM Area 4 in the current College Catalog	
<b>COMPUTER PROFICIENCY</b> (3 Hours)	
CIS 1113 Computer Applications .....	3
(or Displayed Proficiency)	
<b>ARTS &amp; SCIENCES</b> (3 Hours)	
BC 2113 Business Communications .....	3
<b>ACADEMIC SUCCESS (IF APPLICABLE)*</b>	
COL 1211 Student Success Strategies .....	(1)
*All first-time, full-time freshmen students seeking a degree or certificate are required to enroll in Student Success Strategies and the New Student Symposium	
<b>PROGRAM CORE REQUIREMENTS</b> .....	<b>24</b>
ACC 2103 Fundamentals of Financial Accounting .....	3
BM 1103 Intro. to Business .....	3
BM 1403 Business Math .....	3
BM 2013 Principles of Management .....	3
BM 2613 Business Ethics .....	3
BUS 2763 Professional Development .....	3
CIS 2723 Spreadsheet Applications .....	3
BM 2513 Bus. Management Internship I .....	3
<b>TECHNICAL CORE REQUIREMENTS</b> .....	<b>12</b>
ACC 1113 Intro. to Accounting .....	3
ACC 2203 Fund. Managerial Accounting .....	3
ACC 2303 Computerized Accounting .....	3
ACC 2803 Special Problems in Accounting .....	3
Substitutions may only be made with prior approval.	
<b>RECOMMENDED OPTION ELECTIVES</b> .....	<b>6</b>
BM 2523 Business Management Internship II .....	3
BM 2533 Small Business Management .....	3
CIS 2213 Data Base Management Systems .....	3
ECO 2113 Prin. of Macroeconomics (or) .....	3
ECO 2123 Prin. of Microeconomics	
ECO 2603 Bus. & Economic Statistics .....	3
FIN 2633 Personal Finance .....	3
ORI 1011 New Student Orientation .....	1
<b>TOTAL CREDIT HOURS</b> .....	<b>61-62</b>
<b>MSC TOTAL CREDIT HOURS REQUIRED</b> .....	<b>61-62</b>

SUGGESTED COURSE SEQUENCE	Credit Hours
<b>FIRST SEMESTER</b> .....	<b>16</b>
COL 1211 Student Success Strategies .....	1
ACC 1113 Intro to Accounting .....	3
BM 1103 Intro to Business .....	3
BM 1403 Business Math .....	3
CIS 1113 Computer Applications .....	3
ENG 1113 English Comp I .....	3
<b>SECOND SEMESTER</b> .....	<b>15</b>
ACC 2103 Fund. Financial Accounting .....	3
BM 2013 Principles of Management .....	3
ENG 1213 English Composition II (or) .....	3
SPC 1113 Fundamentals of Speech	
HST 1483 American History to 1877 (or) ...	3
HST 1493 Amer. History since 1877	
Recommended Option Elective .....	3
<b>THIRD SEMESTER</b> .....	<b>15</b>
ACC 2203 Managerial Accounting .....	3
ACC 2303 Computerized Accounting .....	3
CIS 2723 Spreadsheet Applications .....	3
GVT 1113 American Federal Government... 3	
BM 2513 Bus. Management Internship I .... 3	
<b>FOURTH SEMESTER</b> .....	<b>16</b>
ACC 2803 Special Problems in Acct. .... 3	
BC 2113 Business Communications .....	3
BM 2613 Business Ethics .....	3
BM 2673 Professional Development .....	3
Humanities Elective .....	1
Recommended Option Elective .....	3

The above list is a suggested course sequence only. Students may, with guidance from their Graduation Advisor, make changes to the course sequence. Students should be aware that changes to the course sequence may require more than four semesters to complete

- CAREER OPPORTUNITIES IN BUSINESS MANAGEMENT—ACCOUNTING CLERK OPTION\***
- Accounting assistant
  - Accounts receivable or payable clerk
  - Bookkeeper
  - Business manager
  - Entrepreneur
  - Management trainee
  - Payroll clerk

**PROGRAM OVERVIEW**

An Associate of Applied Science in Business Management—Accounting Clerk Option provides the foundation toward career goals in the Accounting and Bookkeeping fields.

The Occupational Outlook Handbook ([www.bls.gov/ooh](http://www.bls.gov/ooh))\* lists many accounting and bookkeeping careers. Bookkeeping, accounting, and auditing clerks produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy.

The median annual wage for bookkeeping, accounting, and auditing clerks was \$35,170 in May 2012. Careers in this field are expected to grow as fast as average as other career choices. There is plenty of room for upward mobility within the accounting field, after a few years of successful work experience.

Are you looking for certifications? Some bookkeeping, accounting, and auditing clerks become certified. The Certified Bookkeeper (CB) designation, awarded by the [American Institute of Professional Bookkeepers](http://www.aiaa.org), shows that people have the skills and knowledge needed to carry out all bookkeeping tasks, including overseeing payroll and balancing accounts, according to accepted accounting procedures. Students in this program will have the opportunity to prepare for the AIPB Certified Bookkeeper certification.

GENERAL COLLEGE PREPARATORY REQUIREMENTS

Students may be required to complete transitional courses in English and/or math prior to being admitted into college level courses. Academic placement is determined either by ACT results or placement exams.

