Online Catalog User Guide
Choose catalog of your choice from the dropdown menu.

Looking for a previous catalog? Check out our archived catalogs.
Use links to quickly access the information you need.

Use the navigation bar to go to specific section in the catalog.

At the bottom of each page click the arrow to automatically return to the top of that page.
Use the catalog search to search
Catalog search: You can either use the general search or advanced search
Do a course search by prefix, Code or Number, Type or Keyword or Phrase.
For academic programs click here.

Click on program to view specific program information.
Program specific information. (Learning Outcomes, curriculum and estimated program fees.)

Accounting, AAS

Accounting is the "language" of business. Whether accountants work for a large business or on personal accounts, they hold a strong appreciation for the intricacies of the business world.

Accountants analyze and interpret financial information, prepare financial statements, conduct audits, design accounting systems, prepare special business and financial studies, prepare forecasts and budgets, and provide tax services.

- Southeast Tech Laptop Required
- Also offered as an online program!

Learning Outcomes

Upon completion of an Associate of Applied Science Degree in Accounting, a student will be able to:

Science & Technology
- Understand basic business structure categories/types. (sole proprietorship, corporation, partnership)
- Understand basic business legal terms.
- Use computerized systems to complete business transactions, prepare financial statements and tax returns.
- Prepare financial statements.

Estimated total program fees

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<table>
<thead>
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<tbody>
<tr>
<td>Tuition</td>
<td>$6,633</td>
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<tr>
<td>Fees</td>
<td>$5,686</td>
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<td>Books &amp; Supplies</td>
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<td>Laptop</td>
<td>$1,326</td>
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<tr>
<td>TOTAL</td>
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Return to: Academic Programs
Features

1. Click “My Portfolio” to create a personalized account.

2. Creating a “My Portfolio account” allows you to be able to create a personal catalog and save information that is specific to you.

3. Click the star each time you want to add an item to your “My Portfolio” account.
Features

Print-friendly icon on every page.

Registration

- Prerequisite/Corequisite Courses
- Auditing
- Recommended Additional Program Coursework

Prerequisite/Corequisite Courses

The satisfactory completion of a prerequisite course, as defined by the curriculum sheet, or departmental approval, is required before the course with the prerequisite may be taken. Satisfactory completion may vary from course to course and among departments. A student auditing a prerequisite course must receive a “Pass” grade and departmental approval before the course with the prerequisite may be taken. An audit grade cannot be used toward graduation requirements. Corequisite courses must be taken at the same time unless approval is obtained from the department.

Auditing

Students may enroll on an audit basis in any course except as stated below. Standard tuition and fees apply. The student’s transcript will identify such courses as being audit courses (AU) with no credit awarded. Students must inform the instructor during the first two weeks of class when auditing a course. Audit status is not available in classes involving clinical assignments or laboratories where waiting lists are established. Audited courses do not count toward graduation requirements.

A student who has previously completed a course successfully but chooses to take the course again as an audit will be required to pay the required tuition fee only. Enrollment in the course is subject to room availability. Students taking the course for a letter grade will receive priority.

In some situations, Southeast Tech instructors and administration may require a student to audit a class the student successfully completed in the past. This generally occurs when students have discontinued their education for a period of time and need to brush up on their skill levels. Financial aid is NOT available for audited classes.

Recommended Additional Program Coursework

Southeast Tech recommends students take additional coursework in job skills in order to better enhance their ability to obtain gainful employment. For students interested in the health program fields, Southeast Tech recommends students take the multidisciplinary health course to further their understanding of health careers and health occupations. Financial aid restrictions may apply.