

## Degree Program

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# BUSINESS

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Offered as: **Associate of Applied Science Degree / Technical Certificate**

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The Associate of Applied Science degree provides students with a foundation in basic accounting principles and applications with an in-depth knowledge of business, computer, and communication skills necessary for today's office professional or for entry-level and middle-management positions in marketing for business and industry or for small-business ownership.

Students will acquire skills to assist them in working with others and handling administrative responsibilities for various office positions or aspects of management and marketing. The program prepares students to work in professions not requiring a four-year degree.

Computer software applications currently taught are Windows 10, Microsoft Office 2016 (includes Word, Excel, Access, and PowerPoint), and QuickBooks accounting software.

## COURSES INCLUDE BUT ARE NOT LIMITED TO:

- Principles of Accounting or Bookkeeping
- Computerized Accounting
- Payroll Accounting
- Tax Accounting
- Business English
- Business Communications
- Electronic Calculators
- Document Formatting
- Business Procedures
- Proofreading and Transcription Skills
- Database Management (Access)
- Electronic Spreadsheet (Excel)
- Business Graphics (PowerPoint)
- Word Processing (Word)
- Advertising
- Business Law
- Entrepreneurship
- Management
- Marketing Principles
- Selling
- Professional Development

## After UACCM

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## GRADUATES ARE EMPLOYED AS:

- Accounting assistants
- Payroll clerks
- Bank employees
- Accounts receivable/payable technicians
- Executive assistants
- Administrative assistants
- General office assistants
- Sales representatives
- Department managers
- Owners/managers of small businesses

## ARKANSAS WAGES:

### BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS:

Average Annual Wage: ..... **\$35,850**

### NEW ACCOUNTS CLERKS:

Average Annual Wage: ..... **\$31,100**

**PAYROLL AND TIMEKEEPING CLERKS:**

Average Annual Wage: ..... \$37,170

**ADMINISTRATIVE ASSISTANTS:**

Average Annual Wage: ..... \$30,020

**CUSTOMER SERVICE REPRESENTATIVES:**

Average Annual Wage: ..... \$32,460

**DATA ENTRY CLERKS:**

Average Annual Wage: ..... \$28,210

**EXECUTIVE ADMINISTRATIVE ASSISTANTS:**

Average Annual Wage: ..... \$48,300

**FIRST-LINE SUPERVISORS OF RETAIL SALES WORKERS:**

Average Annual Wage: ..... \$37,790

**RETAIL SALESPERSONS:**

Average Annual Wage: ..... \$24,990

**EXAMPLES OF POTENTIAL EMPLOYERS:**

CPA or accounting offices; Green Bay Packaging, Arkansas Kraft Division; Sound-Craft Systems, Inc.; school districts; insurance companies; banks; city, county, and state government offices; Acxiom Corporation; Winrock International; American Management; small businesses; Payless Shoesource; Lowe's; Wal-Mart; Target; Home Depot; Banana Republic; and other various retail stores

