Catalog User Guide
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This Guide Will Cover:

• **The Catalog Home Page**
  – Learn about the features of the Catalog home page.

• **How to Search Courses**
  – Find courses using the search features

• **Course Descriptions**
  – Learn about the different courses offered

• **Program Information**
  – Learn about the certificates and degrees offered

• **Program Preview**
  – Learn important information about the specific programs offered

• **How to Print Important Pages**
  – Only print what is important to you

• **How to Use the Degree Planner**
  – Print your planner for sequence of courses

• **How to View Archived (previous) Catalogs**

• **My Portfolio**
Enter any keyword to search the catalog.

Use this menu to navigate the catalog.

Learn about the programs of study offered at Gaston College.

Learn about different courses offered at Gaston College.
How to Search Courses

Search for courses by prefix, course, type, and/or keyword.
Course Descriptions

Click on the course title to see all course information. Click on the title again to hide the text.
Program Information

View information on all programs of study (certificates, diplomas, and degrees) offered at Gaston College.
FlashPoint™ Links
Some programs may have FlashPoint Links associated with them. These FlashPoint Links are links to an additional digital resource. To view a FlashPoint Link, simply click on it. All FlashPoint Links will be displayed in a new pop up window.

Program requirements and recommended sequence of courses to fulfill your certificate, diploma, or degree.
How to Print Important Pages

Each page has two links to the printer-friendly version of the page.
How to Use the Degree Planner

Click here for the Degree Planner.

Accounting, A.A.S. (A25100)

Accounting curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the accounting profession. Using the "language of business" and technology resources, accountants assemble, analyze, process, and communicate information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Program Learning Outcomes:
- Students will be able to apply generally accepted accounting principles.
- Students will be able to analyze, record, report, and interpret financial information for outside users of financial statements.
- Students will be able to analyze, record, report, and interpret financial information for management's use in the decision-making process.
- Students will be able to maintain effective accounting systems and controls.
- Students will be able to utilize computer software to prepare Federal Income Tax returns.
- Students will demonstrate knowledge of current business principles, theories, and practices.

Sample Degree Planner
How to View Archived (previous) Catalogs

To view archived catalogs click the drop down.
To return to the active catalog click the drop down.
My Portfolio

Create your login to begin saving your important items!

Save favorite courses, programs, pages and more.
How to Create a Portfolio

You can save your Portfolio to retrieve during a later visit by creating a simple login account. If you do not create a login account, everything in your Portfolio will be discarded when you close your browser. To save your Portfolio, simply provide an e-mail address and password below, and you may then retrieve your Portfolio whenever you like.

You must complete * required fields

* E-mail Address:  
* Password:  
* Confirm Password:  

Please have an admissions advisor contact me.

Create Account  Cancel

To remove items from your Portfolio, check boxes next to the item to remove and click the Remove button.

The following courses have been added to your Portfolio:
There are currently no courses in your Portfolio.

The following programs have been added to your Portfolio:
There are currently no programs in your Portfolio.

The following navigation links have been added to your Portfolio:
There are currently no navigation links in your Portfolio.

The following divisions have been added to your Portfolio:
There are currently no divisions in your Portfolio.

Fill in all required information and select create account.

You even have the option for admissions to contact you.
How to Use the Portfolio

You can use the stars to save information to your portfolio.

Course Descriptions

Key to Course Descriptions

Filter this list of courses using course prefix, course code, keywords or any combination.

Academic Related

ACA 085 Improving Study Skills (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes. Additionally, students should be able to demonstrate competency in distance education environments.
How to Remove Information from the Portfolio

You can verify and remove information from your portfolio.

![Screen capture of Portfolio interface with options to remove courses and programs from the portfolio.](Image)