

Program Coordinator Chris Culver, 541.463.5153,
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Purpose To prepare graduates to enter the field of accounting.

Learning Outcomes The student who successfully completes all Accounting requirements will:

- anticipate and actively explore innovative solutions to technological and organizational challenges.
- apply critical thinking and analytical skills in decision-making and problem solving.
- formulate questions that can be addressed with data and collect, organize, and display relevant data to answer them.
- organize and manage the daily business functions of an organization.
- perform on the job in ways that reflect professional ethics, legal standards, and organizational expectations.
- understand accounting as the “language of business”.
- use computerized and manual systems to record data and prepare accounting statements and reports.
- use research and analytical skills to support the activities of the organization.
- use software including word processing, spreadsheets, and databases to input, manage, and interpret information to meet organizational needs.
- work independently within diverse business environments; apply individual strengths and critical thinking to collaborative efforts.
- create and present professional documents, work papers, and presentations for both internal and external users.
- apply accounting theory to analyze accounting information.
- understand and monitor the financial, tax, payroll, legal, and other compliance requirements for a variety of organizational entities.
- plan, budget, and evaluate financial performance.

Cooperative Education (Co-op) Co-op offers students graded college credit for on-the-job work experience related to educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make contacts for future job openings. Three credits of Co-op are required for the AAS degree. Additional Co-op credit is strongly recommended as an elective. Contact Jamie Kelsch, Accounting Co-op Coordinator, Bldg. 19, Rm. 253A, 541.463.5540, kelschj@lanecc.edu.

Job Openings Projected through 2020

Lane County openings - 23 annually

Statewide openings - 251 annually

Wages

Lane County average hourly - \$18.20; average annual - \$37,849

Oregon average hourly - \$19.12; average annual - \$39,756

Costs Estimate based on 2016-17 tuition and fees. Consult Lane’s website for updated tuition.

Books	\$3,528
Computers/Internet Service	\$1,500
Resident Tuition and General Student Fees	\$10,830

Total Estimated Cost \$15,858

*Course fees may change during the year. See the online credit class schedule for fees assigned to courses.

Course Requirements

- An approved 3-credit Health class can be substituted for the PE requirements. Please speak with your academic advisor
- BT 020 must be taken for a letter grade, not P/NP
- Students must place at least into WR 121 or WR 121_H and MTH 095, or take classes to reach these levels before enrolling in program courses. Consult course descriptions for prerequisites on other courses.
- All program core courses (BA, BT) must be taken for a letter grade, and must be completed with a grade of “C” or better to meet program requirements. See course listings for prerequisites.
- Foundational Requirements (writing, math, communication and Health/Wellness/Fitness courses) may be completed with a grade of “C-” or a “Pass”.
- Before enrolling in BT 120 MS WORD for Business or BT 123 MS EXCEL for Business, students are expected to have a basic knowledge of the Windows operating system and the ability to type 30 words per minute accurately.
- Before enrolling in BA 214 Business Communications, students must pass BT 108 Business Proofreading and Editing.

Prerequisites

BT 108 Business Proofreading and Editing 4

First Year

CG 203 Human Relations at Work..... **Fall** 3

MTH 095 Intermediate Algebra or higher..... 5

Physical Education Requirement..... 1

BT 120 MS WORD for Business 4

Choice of:

WR 121 Academic Composition

WR 121_H Academic Composition-Honors..... 4

Winter

BA 101 Introduction to Business..... 4

BT 165 Introduction to the Accounting Cycle..... 4

BA 214 Business Communications..... 4

BA 281 Personal Finance..... 4

Spring

BT 163 QuickBooks 4

BT 206 Co-op Ed: Business Seminar..... 2

Physical Education Requirement..... 1

MTH 105 Math in Society or higher 4

BT 123 MS EXCEL for Business..... 4

Second Year

BA 211 Financial Accounting..... **Fall** 4

BT 170 Payroll Records and Accounting 4

BA 278 Leadership and Team Dynamics 4

Communication Course 4

Winter

BA 226 Business Law 4

BT 221 Budgeting for Managers..... 4

BT 223 MS EXCEL for Business-Expert..... 4

BT 230 Sustainable Paperless Office Practices using Adobe Acrobat 4

Spring

BT 286 Professional Bookkeeping 4

Physical Education Requirement..... 1

BA 280AC Co-op Ed: Accounting..... 3

BT 272 Tax concepts and Preparation..... 4