

# Accounting

Associate of Applied Science Degree

**Program Coordinator** Chris Culver, 541.463.5153, [culverc@lanecc.edu](mailto:culverc@lanecc.edu)

**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)** Students earn credit while gaining relevant work experience related to their educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make contacts for future employment. Contact Jamie Kelsch, Co-op Coordinator, Bldg. 19, Rm. 253A, 541.463.5540, [kelschj@lanecc.edu](mailto:kelschj@lanecc.edu)

#### Job Openings Projected through 2020

Lane County openings - 23 annually

Statewide openings - 251 annually

Lane County average hourly - \$18.57; average annual - \$38,642

Oregon average hourly - \$19.53; average annual - \$40,629

**Costs** Estimate based on 2017-18 tuition and fees. Consult Lane's website for updated tuition.

Books .....	\$2,835
Computers/Internet Service .....	\$1,500
Resident Tuition and General Student Fees .....	\$12,739

Total Estimated Cost \$17,074

\*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.
- These courses may only be offered once per year. Check the schedule below for required terms. BT170 Payroll Rec & Actng BT223 MS EXCEL for Business - Expert BT272 Tax Concepts & Preparation BT221 Budgeting for Managers BT286 Professional Bookkeeping

#### First Year Fall

MTH 095 Intermediate Algebra or higher .....	5
Physical Education Requirement .....	1
BT 120 MS WORD for Business .....	4
BT 108 Business Proofreading and Editing .....	4
WR121 Academic Composition or WR 121_H Academic Composition .....	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

#### Fall

BA 211 Financial Accounting .....	4
BT 170 Payroll Records & Accounting .....	4
BA 278 Leadership & Team Dynamics .....	4
Communication Course .....	4

#### Winter

BT 221 Budgeting for Managers .....	4
BT 223 MS EXCEL for Business-Expert .....	4
BT 230 Sustainable Paperless Office Practices using Adobe Acrobat .....	4
BT 286 Professional Bookkeeping .....	4

#### Spring

Physical Education Requirement .....	1
BA 280AC Co-op Ed: Accounting .....	3
BT 272 Tax concepts & Preparation .....	4
BA 226 Business Law .....	4

To request this information in an alternate format please contact the Center for Accessible Resources at (541) 463-5150 or [accessibleresources@lanecc.edu](mailto:accessibleresources@lanecc.edu).