Program Coordinator: Chris Culver, 541.463.5153, 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): 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
Fall
CG 203 Human Relations at Work ......................... 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 .......................... 4
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
Fall
BA 211 Financial Accounting ............................. 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

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