

Business Administration Program - Accounting Concentration

Degree Type

Associate in Science

The **A. S. Business Administration: Accounting Concentration** prepares accounting students with the essential financial knowledge and practical skills necessary to become problem solvers and decision makers. Because accounting is an information system, information technology skills are emphasized, including the use of accounting, spreadsheet, and database applications as well as the use of technology for accounting and tax.

Requirements

First Semester

Item #		Title	Credits
BUS100	M	Introduction to Business	3
		BST102 or 30 wpm test out	0-1
BST110		Computer Applications	3
ACC100	M	Survey of Accounting	3
COM103		Human Communication	3
ENL101	M	English Composition I	3

Second Semester

Item #		Title	Credits
ACC201	M	Financial Accounting	3
ACC103		QuickBooks Basics	3
ACC115		Payroll Accounting	3
BST225		Microsoft® Excel for Business Applications	3
		MAT130 or MAT150	3

Third Semester

Item #		Title	Credits
ACC210		Personal Income Taxes	3
		ECO101 or ECO102	3
ACC202	M	Managerial Accounting	3
BUS102		Business Communication	3
		Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4

Fourth Semester

Item #	Title	Credits
	ACC263 or ACC261	3
ACC220	Accounting for Government and Not-for-Profit Entities	3
BUS201	Business Finance	3
	PSY101 or SOC106	3
BUS214	Management	3
	Total Credits	60-62

Career Outlook

The career outlook is good for accounting clerks, accounts receivable clerks, payroll assistants, accounts payable clerks, bookkeepers, audit clerks, billing specialists and account resolution specialists. These entry-level positions provide the roadmap for a successful long-term career in the accounting industry.

<https://www.mynextmove.org/profile/summary/43-3031.00>

<https://www.mynextmove.org/profile/summary/43-3021.00>

<https://www.mynextmove.org/profile/summary/43-3011.00>

<https://www.mynextmove.org/profile/summary/43-3051.00>

[Department of Labor Statistics](#) for more information on Accounting and Bookkeeping opportunities.

Program Outcomes

Upon successful completion of the program, students will

- Understand the role of accounting in business organizations, the economy, and society. • Be able to prepare, interpret, analyze and effectively communicate financial and managerial information for planning and control, investing and financial decisions--the fundamental characteristics of the program covered in all courses taught.
- Apply quantitative reasoning skills and accounting theory to prepare, evaluate, analyze, and communicate the financial activities of the business for decision making.
- Understand how accounting systems are designed and used to conduct and control operations. • Use accounting systems and industry-standard software appropriately and effectively. • Recognize and apply interpersonal skills needed in business, including team building, group decision making and providing accurate financial information.
- Analyze the importance of budgeting and goal setting.
- Integrate the ethical responsibility of accountants in fulfilling professional duties. • Possess sufficient technical knowledge necessary for obtaining relevant entry-level accounting positions, including government and not-for-profit sectors.
- Be able to use library resources, technology, and electronic databases for continuous learning and staying abreast of changes in the environment in which accountants operate. • Demonstrate awareness of various accounting opportunities available in the local workforce.