Accounting
Associate in Applied Science Degree

Why Accounting?

The Associate in Applied Science in Accounting degree is designed to enable students to gain entry level employment in the accounting field and work as a bookkeeper, accounting clerk, and more. This degree is designed for students who do not wish to transfer to a four-year college. In this program, students will learn basic business, accounting, and computer knowledge that can help them succeed in the workforce.

Why Bay College?

This program is designed for students interested in an entry level position in the field of accounting. The program will provide the business, accounting, computer knowledge and skills required to perform duties as a bookkeeper or accounting clerk. Students may further enhance their employability options by completing an Associate in Applied Science in Accounting degree.

Beyond Bay College

Students interested in transferring to a four-year institution to obtain a bachelor's degree or higher may find opportunities in the following areas of study:

- **Accounting**
- **Business Administration**
- **Information Systems**

Career Opportunities

Graduates of the Associate in Applied Science in Accounting program will be eligible for entry-level employment in areas such as:

- **Bookkeeping**
- **Accounting Clerk/Assistant**
- **Tax preparation**
- **Office Management**
- **Payroll administration**

Contact

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2001 N Lincoln Rd
Escanaba, MI 49829

Bay College West Campus
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BAY COLLEGE

baycollege.edu

Accounting

Award Granted Upon Completion:
Credits/Contacts Required: **62/62**
Major code: 03/302

2019-2020 Catalog
Associate in Applied Science in Accounting

CIP Code: 520301

Description

The Associate in Applied Science in Accounting degree is designed to enable students to gain entry level employment in the accounting field. This degree is designed for students who do not wish to transfer to a four-year college or university.

General Education Requirements – Min 15 credits

		Cr
ENGL-101	Rhetoric & Composition	3
BUSN-177	Mathematics of Business *	3
XXXX-xxx	Social/Behavioral Science or Humanities Elective	3
XXXX-xxx	General Education Electives	6

Requirements – Min 47 credits **

		Cr
ACCT-101	Accounting Principles I	4
ACCT-102	Accounting Principles II	4
ACCT-105	Accounting with Computers	3
ACCT-110	Payroll Accounting	3
ACCT-210	Intermediate Accounting I	4
ACCT-211	Intermediate Accounting II	4
ACCT-215	Cost Accounting	4
BUSN-195	Business Communications	3
CIS-101	Computer Concepts & Applications	4
CIS-122	Microsoft Access	1
CIS-130	Spreadsheet Applications	3
OIS-150	Word Processing Applications	4
XXXX-xxx	Co-Op/Internship or Approved Elective #	6

Suggested Sequences Per Semester

		Cr / Ct
First Semester		
ACCT-101	Accounting Principles I	4/4
BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Apps	4/4
CIS-122	Microsoft Access	1/1
ENGL-101	Rhetoric & Composition	3/3
		15/15
Second Semester		
ACCT-102	Accounting Principles II	4/4
ACCT-110	Payroll Accounting	3/3
BUSN-195	Business Communications	3/3
CIS-130	Spreadsheet Applications	3/3
OIS-150	Word Processing Applications	4/4
		17/17
Third Semester		
ACCT-105	Accounting with Computers	3/3
ACCT-210	Intermediate Accounting I	4/4
ACCT-215	Cost Accounting	4/4
XXXX-xxx	Social & Behavioral Sciences/ Humanities Elective	3/3
		14/14
Fourth Semester		
ACCT-211	Intermediate Accounting II	4/4
XXXX-xxx	Co-op/Internship –AND/OR– Approved Elective #	6/6
XXXX-xxx	General Education Electives	6/6
		16/16

*   Other mathematics credits may be accepted in the circumstances where a student has changed programs.

note   Keyboarding skills are necessary for the successful completion of this degree. Students may demonstrate keyboarding proficiency by passing the keyboarding test available in the Student Computing Center. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

\#   Students are encouraged to complete a Co-Op/Internship to fulfill program elective credits. All Co-Op/Internships must be approved by an advisor and **may require that the student pass a criminal background check**. Students may also fulfill this requirement by completing 6 credits from any combination of ACCT, BUSN, CIS, ECON, HMGT, or OIS courses. ACCT-100 will be accepted as an elective only if taken prior to successful completion of ACCT-101.