



## Accounting

**Program:** Business Administration Career

**Program Code:**

BC\_ACC

**Academic Area:**

Business and Experiential Education

**Type:**

Associate in Science

**CIP Code:**

52.0301

### Program Statement

The Business Administration career program provides training in the various organizational functions, critical thinking, problem-solving, and communication skills students need to compete in today's global business environment. In this option, students can focus on accounting and qualify for entry-level accounting positions. All the Business programs share common courses, so students can switch easily between concentrations.

The program focuses on industry needs. It also enriches the student experience with a hands-on practical internship, helping to develop the essential skills for an accounting career. It will help to develop students' abilities to embrace opportunities for the future.

### Program Information

- This program requires a total of 62 credits.
- The faculty have years of practical experience that makes your education relevant to the workplace.
- Students who have taken courses at other institutions may receive transfer credit. All transfer credit requests for business related courses (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chair.
- Some courses in this program are eligible for Credit for Prior Learning (CPL).
- Students must take ENG 102 if they wish to take advantage of transfer agreement to UMass Dartmouth and Southern New Hampshire University (SNHU).

### After Bristol

Graduates seek employment as junior staff accountants, bookkeepers, loan service representatives, tax preparation assistants, credit and collection associates, and junior financial analysts. The program is designed for students who plan to enter the workforce immediately after graduation.

### Program Learning Outcomes

Students will be able to:

1. Produce financial statements from business transactions and records



2. Apply accounting principles in preparation of financial statements
3. Critically analyze financial statements for decision making
4. Communicate accounting information in clear terms to diverse users
5. Apply quantitative and qualitative knowledge to interpreting accounting information.

## Degree Requirements

### General Courses

Course #	Title	Credits
CIS 111	Introduction to Business Information Systems	3
	CSS 101: College Success Seminar / Business and Experiential Education FYE	0-1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
	COM 114 or COM 218	3
INT 210	Internship Experience I	3

### Elective Courses

Course #	Title	Credits
	Scientific Reasoning and Discovery Elective - Lab	4

### Program Courses

Course #	Title	Credits
ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
BUS 112	Personal Financial Planning	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3



## Concentration Courses

Course #	Title	Credits
ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II	3
ACC 255	Federal Taxation I	3
ACC 256	Federal Taxation II	3
	ACC 253, ACC 257 or ACC 259	3

## Recommended Course Sequence - Semester 1

Course #	Title	Credits
	CSS 101: College Success Seminar / Business and Experiential Education FYE	0-1
CIS 111	Introduction to Business Information Systems	3
ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3

## Recommended Course Sequence - Semester 2

Course #	Title	Credits
ACC 102	Principles of Accounting II	4
MAR 101	Principles of Marketing	3
ECN 111	Principles of Economics-Macro	3
MAN 101	Principles of Management	3
	COM 114 or COM 218	3

## Recommended Course Sequence - Semester 3

Course #	Title	Credits
BUS 251	Business Law	3
ACC 255	Federal Taxation I	3
ACC 114	Introduction to QuickBooks Pro	1
ACC 201	Intermediate Accounting I	3
HST 112	The West and the World II	3
	ACC 253, ACC 257 or ACC 259	3



## Recommended Course Sequence - Semester 4

Course #	Title	Credits
ACC 202	Intermediate Accounting II	3
	Scientific Reasoning and Discovery Elective - Lab	4
BUS 112	Personal Financial Planning	3
INT 210	Internship Experience I	3
ACC 256	Federal Taxation II	3
	<b>Total credits:</b>	<b>61-62</b>

## Category Descriptions

### CSS 101: College Success Seminar / Business and Experiential Education FYE

Credits: 0-1

Students can register for CSS 101 or complete the Business and Experiential Education First-Year Experience (FYE) Summer or Intersession orientation. Students who have earned a previous degree or have 30+ credits with a GPA of 2.5 or better are not required to register for CSS 101. Review the [CSS 101 Waiver](#) for more details.

Course #	Title	Credits
CSS 101	College Success Seminar	1

### COM 114 or COM 218

Credits: 3

Choose one of the following:

Course #	Title	Credits
COM 114	Professional Speaking	3
COM 218	Business Communication	3

### Scientific Reasoning and Discovery Elective - Lab

Credits: 4

Choose one [Scientific Reasoning and Discovery](#) elective. (4 Credits)

### ACC 253, ACC 257 or ACC 259

Credits: 3



Choose one of the following:

<b>Course #</b>	<b>Title</b>	<b>Credits</b>
ACC 253	Cost Accounting	3
ACC 257	Managerial Accounting	3
ACC 259	Analysis of Financial Statements	3