



# DAVIS COLLEGE

4747 Monroe Street  
Toledo, OH 43623  
419.473.2700  
800.477.7021  
learn@daviscollege.edu  
www.daviscollege.edu

## Accounting and Human Resources Associate Degree

The Accounting and Human Resources program prepares students with the skills for employment in a variety of work environments including business, entrepreneurship, and industry. Specific emphasis will be placed on the accounting cycle, accounts receivable/payable, payroll, personal tax returns, accounting software, and payroll accounting. In addition, knowledge and skills in the areas of compensation and benefits, employee training and development, employment law and regulations, and employee recruitment and planning will be emphasized.

Upon completion of the Associate of Applied Business degree with a major in Accounting and Human Resources, the Davis College graduate will be prepared to:

Apply Generally Accepted Accounting Principles (GAAP) to complete the accounting cycle manually and in a computer system and to prepare financial statements.

Process payroll and related tax returns.

Review compensation and benefit plans.

Understand employment laws and ethics related to human resource management.

Use oral and written communication skills to interact effectively in the work environment.

Apply the principles and intentions of the General Education and the Business Core purposes.

### End of Program Assessment

When a student has completed the Accounting and Human Resources program, he/she will participate in an interview with the program director. This interview will focus on assessing the skills to ensure the program objectives have been met, and that the student possesses the necessary skills for accounting/human resources positions.

## Program Outline

Course No.	Course Title	Cr. Hrs.
ACC101	Accounting Principles I	4
ACC102	Accounting Principles II	4
ACC109	Accounting Software Review	4
ACC111	Payroll Accounting	4
ACC135	Federal Income Tax	4
ACC225	Accounting/Human Resource Project	3
BUS---	Business Elective	1
CAS122	Spreadsheet Applications	3
MGT102	Introduction to Business	5
MGT110	Personal Finance	4
MGT115	Human Resource Management	4
MGT160	Human Resource Training and Development	4
MGT220	Human Resource Law and Benefits	4
MGT---	Management Elective	4
OAM223	Business Communications	4
CAS---	Computer Elective	3
COM121	Composition I	5
COM122	Composition II	5
COM---	Communication Elective	4
HUM---	Humanities Elective	4
MTH102	Introductory Algebra I	5
SSC---	Social Science Elective	4
IDS110	Forum on Technology and Resources	5
<b>Total Program Credit Hours</b>		<b>91</b>