



DAVIS COLLEGE

4747 Monroe Street
Toledo, OH 43623

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800.477.7021

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 to measure, process, and communicate financial information about a business entity.
- Identify, prepare, compare, and use financial statements.
- Use accounting software to maintain accounting records and prepare financial statements.
- Evaluate and administer payroll systems.
- Develop spreadsheet programs to solve business, accounting, and projection problems.
- Review compensation and benefit plans.
- Understand employment laws and ethical issues related to human resource management.
- Acquire, retain, develop, train, and evaluate employees who match position requirements and fulfill organizational objectives.
- 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.

Mid-Program Assessment

When a student has completed approximately 45 hours in the Accounting and Human Resources program, he/she will participate in an interview with the Department Chairperson and/or Department faculty. This interview will focus on assessing the skills the student is learning to determine adequate progression in the program and will allow the student the opportunity to determine a focus for the remainder of the program.

Program Outline

Course No.	Course Title	Cr. Hrs.
ACC101*	Accounting Principles I	4
ACC102	Accounting Principles II	4
ACC111	Payroll Accounting	3
ACC135	Federal Income Tax	4
ACC109	Accounting Software Review	3
ACC225	Accounting/Human Resource Project	4
ACC/MGT	Accounting/Management Elective (ACC205, MGT211, MGT213)	4
CAS122	Spreadsheet Applications	3
CIS130	Data Management and Reporting	3
MGT102*	Introduction to Business	5
MGT115	Human Resource Management	4
MGT160	Human Resource Training and Development	4
MGT---	Management elective (MGT110 or MGT118)	3
MGT220	Human Resource Law and Benefits	5
OAM223	Business Communications	4
COM---	Communication Elective (COM201 or COM202)	4
COM121	Composition I	5
COM122	Composition II	4
HUM---	Humanities Elective	3
MTH102	Introductory Algebra I	5
SCI---	Science Elective	3
SSC201	Economics	4
SSC---	Social Science Elective	4
IDS110*	Forum on Technology and Resources	5
Total Program Credit Hours		94

*Required as part of 45 hours completed before Mid-Program Assessment.