

# ACCOUNTING TECHNOLOGY - A.A.B.

College of Applied and Technical Studies  
www.kent.edu/cats

## Examples of Possible Careers\*

### Bookkeeping, accounting, and auditing clerks

- -5.7% decline
- 1,673,600 number of jobs
- \$42,410 potential earnings

### Brokerage clerks

- 3.8% about as fast as the average
- 48,600 number of jobs
- \$55,270 potential earnings

### Payroll and timekeeping clerks

- -4.5% decline
- 149,800 number of jobs
- \$47,020 potential earnings

### Tax preparers

- -0.6% little or no change
- 88,400 number of jobs
- \$44,300 potential earnings

## Contact Information

- Program Coordinator: **Daryl Upole** | dupole1@kent.edu | 440-964-4269
- Speak with an Advisor
  - Ashtabula Campus
  - East Liverpool Campus
  - Trumbull Campus
  - Tuscarawas Campus
  - Online (any campus above)

## Fully Offered

- **Delivery:**
  - Fully online
  - In person
- **Location:**
  - Ashtabula Campus
  - East Liverpool Campus
  - Trumbull Campus
  - Tuscarawas Campus

\*Note  
Source of occupation titles and labor data is from the U.S. Bureau of Labor Statistics'

Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at

which half of the workers in the occupation earned more than that amount and half earned less.

## Description

The Associate of Applied Business degree in Accounting Technology provides students with a broad range of practical accounting and communication skills and teamwork experience. These combined skills prepare students for immediate entry into the accounting technology field in numerous environments, including manufacturing, retail, service and governmental organizations.

The degree program articulates with select bachelor's degrees at Kent State.

## Admission Requirements

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twinsburg Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

For more information on admissions, contact the Regional Campuses admissions offices.

## Program Learning Outcomes

Graduates of this program will be able to:

1. Apply generally accepted accounting principles (GAAP) to analyze and record business transactions, prepare financial statements and complete all other procedural steps in the accounting cycle of a company
2. Identify different manufacturing costs, record transactions to reflect the cost flow of a manufacturing company and prepare various management reports
3. Prepare individual tax returns (manual and electronic)
4. Maintain accounting records of a company utilizing a general ledger software package

## University Requirements

All students in an applied or technical associate degree program at Kent State University must complete the following university requirements for graduation.

**NOTE:** University requirements may be fulfilled in this program by specific course requirements, please see Program Requirements for details.

Code	Title	Credit Hours
	Destination Kent State: First Year Experience	1
	Course is not required for students with 25 transfer credits, excluding College Credit Plus, or age 21+ at time of admission.	
	Kent Core (see table below)	15
	<b>Total Credit Hour Requirement</b>	<b>60</b>

Some associate degrees require students to complete more than 60 credit hours.

## Kent Core Requirements

Kent Core Composition (KCOMP)	3
Kent Core Mathematics and Critical Reasoning (KMCR)	3
Kent Core Humanities and Fine Arts (KHUM/KFA)	3
Kent Core Social Sciences (KSS)	3
Kent Core Basic Sciences (KBS/KLAB)	3
<b>Total Credit Hours:</b>	<b>15</b>

## Program Requirements

### Major Requirements

Code	Title	Credit Hours
<b>Major Requirements (courses count in major GPA)</b>		
ACTT 11000	ACCOUNTING I: FINANCIAL (min C grade)	4
ACTT 11001	ACCOUNTING II: MANAGERIAL (min C grade)	4
ACTT 20012	ACCOUNTING SOFTWARE APPLICATIONS (min C grade)	3
ACTT 21000	ACCOUNTING III: FINANCIAL (min C grade)	3
ACTT 21003	FUNDAMENTALS OF TAX PREPARATION (min C grade)	3
ACTT 31063	INTRODUCTION TO COST ACCOUNTING (min C grade)	3
BMRT 11000	INTRODUCTION TO BUSINESS	3
Technical Electives, choose from the following: <sup>1</sup>		9
Accounting Technology (ACTT) Courses		
Business Management Technology (BMRT) Courses		
Information Technology (IT) Courses		
Office Technology (OTEC) Courses		
<b>Additional Requirements (courses do not count in major GPA)</b>		
COMM 15000	INTRODUCTION TO HUMAN COMMUNICATION (KADL)	3
ECON 22060	PRINCIPLES OF MICROECONOMICS (KSS)	3
ECON 22061	PRINCIPLES OF MACROECONOMICS (KSS)	3
ENG 20002	INTRODUCTION TO TECHNICAL WRITING	3
or OTEC 26638	BUSINESS COMMUNICATIONS	
MATH 11010	ALGEBRA FOR CALCULUS (KMCR)	3
UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Composition <sup>2</sup>		6
Kent Core Humanities and Fine Arts		3
Kent Core Basic Sciences		3
General Electives (total credit hours depends on earning 63 credit hours)		3
<b>Minimum Total Credit Hours:</b>		<b>63</b>

<sup>1</sup> Courses should be selected in consultation with an advisor. Students preparing to pursue an B.B.A. degree may apply MATH 10041 and MATH 11012 toward technical electives.

<sup>2</sup> 3 credit hours are required for Kent Core (University Requirements). This program requires a total of 6 credit hours to earn the degree.

## Graduation Requirements

<b>Minimum Major GPA</b>	<b>Minimum Overall GPA</b>
2.000	2.000

## Roadmap

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

<b>Semester One</b>		<b>Credits</b>
!	ACTT 11000 ACCOUNTING I: FINANCIAL	4
!	BMRT 11000 INTRODUCTION TO BUSINESS	3
	UC 10097 DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Composition		3
Kent Core Humanities or Fine Arts		3
Technical Elective		3
<b>Credit Hours</b>		<b>17</b>
<b>Semester Two</b>		
!	ACTT 11001 ACCOUNTING II: MANAGERIAL	4
	COMM 15000 INTRODUCTION TO HUMAN COMMUNICATION (KADL)	3
	MATH 11010 ALGEBRA FOR CALCULUS (KMCR)	3
Technical Elective		3
General Elective		3
<b>Credit Hours</b>		<b>16</b>
<b>Semester Three</b>		
!	ACTT 21000 ACCOUNTING III: FINANCIAL	3
!	ACTT 21003 FUNDAMENTALS OF TAX PREPARATION	3
	ECON 22060 PRINCIPLES OF MICROECONOMICS (KSS)	3
Kent Core Basic Sciences		3
Kent Core Composition		3
<b>Credit Hours</b>		<b>15</b>
<b>Semester Four</b>		
!	ACTT 20012 ACCOUNTING SOFTWARE APPLICATIONS	3
!	ACTT 31063 INTRODUCTION TO COST ACCOUNTING	3
	ECON 22061 PRINCIPLES OF MACROECONOMICS (KSS)	3
	ENG 20002 INTRODUCTION TO TECHNICAL WRITING	3
	or OTEC 26638 or BUSINESS COMMUNICATIONS	
Technical Elective		3
<b>Credit Hours</b>		<b>15</b>
<b>Minimum Total Credit Hours:</b>		<b>63</b>