

2009-2010 Accounting Program Guide



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WELCOME!

The practice of accounting is critical to business success and survival. Financial reports prepared, audited and analyzed by accountants provide priceless information for business owners, investors and many others. You can learn how to play your part on this great stage of life: the business world. Whether you realize it or not, we are surrounded by accounting. The study of accounting is an art. There is a technical side, which must be learned through practice and dedication. There is a creative and analytical side, which must be developed through independent and original thinking. There is a soulful, personal side, which emerges when decisions are made to support high ethical standards and when individuals take genuine pride in their work. Our world needs bright, creative accountants. But more importantly, our world needs good people who happen to be accountants who will stand by what's right and stay true to their own personal code of ethics.

Out in the marketplace, there is a constant demand for staff accountants, auditors, tax preparers, entrepreneurs, financial analysts, payroll specialists, controllers, office managers, bookkeepers, educators and many others. There is tremendous variety and flexibility in accounting and finance work. The starting salaries for accountants range from about \$25,000 at the Associates Degree level to about \$45,000 for regional CPA firms. Just try to imagine a world without accounting jobs!

What does changes is HOW we do accounting. Remember Ebenezer Scrooge and Bob Crochet in Charles Dickens, A Christmas Carol? For centuries, accountants worked their craft with pencil, paper and adding mechanisms. Today, accountants take advantage of the power and accuracy of computerized programs for data control and reporting. At JCC, you will do accounting the way it is done in the real world...with technology.

Here at JCC, you will discover a dynamic, flexible program to study accounting and financial concepts. You can use this program to serve your needs be it a college degree, a desirable career, or a better life. This is happening semester after semester for accounting students at JCC. Come join us!

Suzanne E. McKee

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PROGRAM

ACCOUNTING CURRICULUM

From the 09-10 JCC Catalog
60 credits required

GENERAL EDUCATION (22 credits)

ADO 1: Write clearly, concisely and intelligibly

ENG 131 - Writing Experience

ENG 232 - Technical & Business Writing

ADO 2: Speak clearly, concisely and intelligibly

Program requirements meet this requirement.

ADO 3: Demonstrate computational skills and mathematical reasoning

MTH 120 - Beginning Algebra or higher

ADO 4: Demonstrate scientific reasoning

Choose one of the following:

BIO 110 BIO 131 BIO 132

BIO 155 BIO 220 BIO 253

CEM 131 CEM 141 GEL 160

NSC 131 PHY 131 PHY 151

PHY 231 PHY 251

ADO 5: Understand human behavior and social systems, the principles which govern them and their implications for the present and future.

Choose one of the following:

ECN 231 - Macroeconomics

ECN 232 - Microeconomics

ADO 6: Understand aesthetic experience and artistic creativity

Choose one of the following:

ART 111 ART 112 ENG 210

ENG 246 ENG 247 ENG 252

ENG 254 ENG 255 ENG 256

HUM 131 MUS 131 THR 116

ADO 7: Think critically

Program requirements meet this requirement.

ADO 8: Make responsible decisions in personal and professional contexts

Program requirements meet this requirement.

ADO 9: Work productively with others, recognizing individual contributions to group success

Program requirements meet this requirement.

ADO 10: Understand and respect the diversity and interdependence of the world's peoples

Choose one of the following:

ANT 131 ENG 236 ENG 249

ENG 257 FRN 131 GEO 132

GER 131 HIS 125 PHL 243

PLS 262 MUS 130 SOC 235

SOC 236 SPN 131

ACCOUNTING PROGRAM REQUIREMENTS

(23-24 credits)

ACC 231 - Principles of Accounting I

ACC 232 - Principles of Accounting II

ACC 234 - Managerial Accounting

ACC 240 - Intermediate Accounting

ACC 115 - Payroll Accounting

ACC 214 - Income Tax Accounting **OR**

ACC 122 - Volunteer Income Tax Project

ACC 130 - QuickBooks Pro **OR**

CIS 121 - Microsoft Excel

ACCOUNTING RELATED REQUIREMENTS

(13 credits)

BUA 100 - Contemporary Business

BUA 110 - Introduction to Wall Street

BUA 220 - Principles of Management

BUA 250 - Business Law I

CIS 101 - Information Technology Education

*ACCOUNTING PROGRAM ELECTIVES

Select electives with the following course

prefixes to meet the 60 credit degree requirement:

ACC, BUA, CIS or ENT.

*Pending curriculum committee approval – expected Fall 2009

SCHEDULE

	Fall 2009	Winter 2010	Spring 2010
MAIN day	ACC 115 ACC 216 ACC 231 ACC 232	ACC 211 ACC 216 ACC 231 ACC 232 ACC 240	
MAIN Night/ Weekend	ACC 130 ACC 214 ACC 231 ACC 232 ACC 240	ACC 122 ACC 231 ACC 234	ACC 231 ACC 232
ADRIAN	ACC 216 ACC 231 ACC 234	ACC 122 ACC 231 ACC 232	ACC 115 ACC 211
HILLSDALE	ACC 231	ACC 115 ACC 130 ACC 122 ACC 216 ACC 232	ACC 234
ONLINE repeats	ACC 115 ACC 214 ACC 216 ACC 231 ACC 232 ACC 245	ACC 115 ACC 214 ACC 216 ACC 231 ACC 232 ACC 245	ACC 115 ACC 214 ACC 216 ACC 231 ACC 232 ACC 245
ONLINE rotation	ACC 234	ACC 240	

PLANNING

Suggested schedule for a full-time JCC Student in the Accounting Program:




<p>Semester #1: ACC 115 Payroll – 2 ACC 231 Principles– 4 ENG 131 Writing-3 MTH 120 Algebra– 4 CIS 101 Technology– 3</p> <p>TOTAL SEMESTER HOURS – 16</p>	<p>Semester #3: ACC 234 Managerial– 4 or ACC 240 Intermediate-4 ENG 232 Bus Writing- 3 ACC 122 Volunteer Tax -3 or ACC 214 Income Tax-3 CIS 121 Excel –3 Choose an ADO 10 (diversity) course-3</p> <p>TOTAL SEMESTER HOURS – 16</p>
<p>Semester #2: ACC 232 Principles– 4 ACC 130 QuickBooks- 2 BUA 100 Business– 3 ECN 231 OR ECN 232-3 Choose an ADO 6 (arts) course-3</p> <p>TOTAL SEMESTER HOURS – 15</p>	<p>Semester #4: ACC 234 Managerial-4 or ACC 240 Intermediate– 4 Choose an ADO 4 (science) course-4 BUA 250 Business Law– 3 BUA 220 Management – 3 BUA 110 Intro to Wall Street - 1</p> <p>TOTAL SEMESTER HOURS – 15</p>

Suggested schedule for a part-time JCC Student in the Accounting Program:

<p>Semester #1: ACC 115 Payroll – 2 ENG 131 Writing-3 CIS 101 Technology– 3</p> <p>TOTAL SEMESTER HOURS – 8</p>	<p>Semester #5: ACC 234 Managerial– 4 OR ACC 240 Intermediate-4 ENG 232 Bus Writing- 3</p> <p>TOTAL SEMESTER HOURS – 7</p>
<p>Semester #2: ACC 231 Principles– 4 MTH 120 Algebra– 4</p> <p>TOTAL SEMESTER HOURS – 8</p>	<p>Semester #6: ACC 122 Volunteer Tax OR ACC 214 Income Tax-3 CIS 121 Excel – 3 Choose an ADO 10 (diversity) course-3</p> <p>TOTAL SEMESTER HOURS –9</p>
<p>Semester #3: ACC 232 Principles– 4 BUA 110 Intro to Wall Street-1 BUA 100 Business– 3</p> <p>TOTAL SEMESTER HOURS – 8</p>	<p>Semester #7: ACC 234 Managerial-4 OR ACC 240 Intermediate– 4 BUA 250 Business Law– 3</p> <p>TOTAL SEMESTER HOURS – 7</p>
<p>Semester #4: ACC 130 QuickBooks- 2 ECN 231 OR ECN 232-3 Choose an ADO 6 (arts) course-3</p> <p>TOTAL SEMESTER HOURS – 8</p>	<p>Semester #8: Choose an ADO 4 (science) course-4 BUA 220 Management – 3</p> <p>TOTAL SEMESTER HOURS – 7</p>

TRANSFER

Special transfer degrees are available from JCC to the following schools. Take all JCC accounting courses through ACC 240 at JCC, complete a JCC associate degree and then transfer.

	<p>Siena Heights University http://www.sienaheights.edu/Admissions.aspx ask for the SHU office @ JCC, 517-787-0800</p>
	<p>Northwood University http://www.northwood.edu/mi/admissions/</p>
	<p>Spring Arbor University http://www.arbor.edu/edu_channel_detail.aspx?id=38754</p>

Transferring to a large public university is more challenging. Take only ACC 231 and ACC 232 at JCC. As soon as possible begin the admissions process to the university itself. Then, once admitted to the university, begin a 2nd admissions process to the business school within each university. Two admissions are required. Only ACC 231 and ACC 232 will transfer to these universities. All other ACC courses are to be taken within the university's business school.

	<p>Michigan State University http://admissions.msu.edu/</p>
	<p>Western Michigan University http://www.wmich.edu/admissions/</p>
	<p>Eastern Michigan University, http://www.emich.edu/admissions/</p>
	<p>Central Michigan University, http://www.cmich.edu/Admissions/Transfers.htm</p>

Note: The University of Michigan business school does not accept business transfer credit from any other higher education institution. U-M does accept some general education transfer credits.

<http://www.bus.umich.edu/Admissions/Bba/FAQ/InternationalAndTransfers.htm>

CAREERS

Certificate in ACC:

Bookkeeper, AR/AP clerk, Payroll clerk, Billing clerk, Inventory clerk
Career range = \$25000 to \$40000

Associates Degree in ACC:

A/P Manager \$46500 to \$64000
Payroll Manager \$49500 to \$70500
Investment Analyst \$42250 to \$58500

Bachelor's Degree in ACC:

Public Accountant \$40000 to \$105500
Payroll Supervisor \$49500 to \$70500
Private Industry Acc't \$32000 to \$69250

Master's Degree in ACC:

Tax Manager \$71500 to \$123750
Controller \$64250 to \$161500
Professor \$40000 to over \$100000

Certified Public Accountant:

Audit Director \$77,750 to over \$200,000
Tax Director \$89,500 to over \$200,000
V.P., Finance \$82,500 to over \$300,000



Note: Salary data displayed here has been collected from the Robert Half 2008 Salary Guide for Accounting & Finance available at www.roberthalf.com and from the U.S. Department of Labor, Bureau of Labor Statistics at www.bls.gov/oco/.

PRE-REQUISITES

ACC 231

Pre-requisites include:
ENG 085, ENG 090, MTH 120, CIS 101

ACC 232

Pre-requisite includes:
ACC 231

ACC 234 & ACC 240

Pre-requisite includes:
ACC 232

COURSES

ACC 115 PAYROLL ACCOUNTING (2 CR) Accurate payroll records and timely payroll tax reporting are critical elements for all successful businesses. Learn to apply payroll accounting rules and procedures to support business operations. Learn employment and tax laws that affect payroll preparation. Learn the skills, procedures, and concepts necessary to compute a company's payroll. Topics include hiring, gross pay, FICA taxes, income taxes, employee deductions and benefits, payroll accounting, earnings records, tax deposits, unemployment taxes, recording payroll transactions, Form 940EZ, Form 941, reporting employee earnings and special situations. **Pre-requisites: ENG 085 and ENG 090**

ACC 122 VOLUNTEER INCOME TAX PROJECT (3 CR) Students will assist Jackson area targeted and elderly populations with income tax preparation. Working with both the Jackson Community Action Agency and the Internal Revenue Service, students will train and test to become VITA tax preparers. Training will occur during January, fieldwork will take place through April 15 and coursework will wrap up during the remainder of April. Previous computer experience is strongly recommended.

ACC 130 QUICKBOOKS PRO (2 CR) Today nearly all businesses rely on computer software to facilitate the accounting process. Learn to use the many features of this popular and sophisticated small business computerized accounting system. Topics include customizing the system to your business, invoicing, statements, collections, bill paying, general ledger, accounts receivable, accounts payable, cash accounts, bank reconciliations, reports and graphs, payroll, budgeting, and tax reports. **Pre-requisites: ACC 211 or higher**

ACC 211 COLLEGE ACCOUNTING (3 CR)

This class has been discontinued and replaced with ACC 216 in the MOA program.

ACC 214 INCOME TAX ACCOUNTING (3 CR) Federal income tax for personal and business use. Concepts covered include taxable income, deductions, exclusions, exemptions and credits against the tax. Proprietorship tax returns including accounting and depreciation methods, self-employment taxes, self-employed retirement plans, capital gains and losses, disposition of property (both personal and business) and estimated tax declaration. **Pre-requisites: MTH 098 or higher**

ACC 216 FINANCIAL ACCOUNTING CONCEPTS (4 CR) This course is designed for the non-accounting supervisor/manager who must have an understanding of financial and managerial accounting as it is used in decision making. Learn about annual reports, financial statements, balance sheet accounts and accounting transactions. Focus on how accounting information is used in decision making and not on the mechanics behind that accounting information. This is an introductory accounting course required for the BUA, MOA and some CIS programs. Students should consider their academic program and select either ACC 216 OR ACC 231. **Pre-requisites: ENG 085 and ENG 090**

ACC 220 TAXATION ISSUES FOR BUSINESSES (3 CR)

This class has been discontinued and replaced with ACC 214.

ACC 231 PRINCIPLES OF ACCOUNTING I (4 CR) This course is designed for business majors, accounting majors and transfer students. Learn the theory and practice of recording accounting data and preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) with an emphasis on sole proprietorships. Current software will be utilized and experience with computers is strongly recommended. This is an introductory accounting course required for some BUA and all ACC majors. Students should consider their academic program and select either ACC 216 OR ACC 231. Success in this class depends upon strong analytical problem solving skills, basic computer skills and your dedication. **Pre-requisites: ENG 085, ENG 090, MTH 120 or higher, CIS 101**

ACC 232 PRINCIPLES OF ACCOUNTING II (4 CR) This course is designed for business majors, accounting majors and transfer students. Learn the aspects of accounting unique to corporations followed by an introduction to managerial decision-making uses of accounting data utilizing current software. Topics include stocks, bonds, cash flow, cost accounting, break-even analysis, differential analysis, financial statements and budgeting. **Prerequisite: ACC 231**

ACC 234 MANAGERIAL ACCOUNTING (4 CR) Management level professionals from all disciplines will be faced with complex situations and decisions. Appropriate managerial accounting reports and critical thinking skills are crucial to a pro-active management process. Learn about financial statement analysis, cash flow forecasting, job order costing in manufacturing, process costing in manufacturing, activity based costing in manufacturing, cost-volume analysis, cost behavior analysis, budgeting, responsibility accounting, case study analysis, critical thinking and decision making skills. **Prerequisite: ACC 232**

ACC 240 INTERMEDIATE ACCOUNTING (4 CR) Professional accountants must have a solid background in GAAP financial accounting concepts. Review and expand your knowledge of accounting theory and processes, nature and content of the balance sheet and income statement, present value tables and their application, currently applicable Generally Accepted Accounting Principles (GAAP) and recent Financial Accounting Standards Board (FASB) pronouncements. **Prerequisite: ACC 232**

ACC 245 INTERNSHIP (3 CR) Gain valuable work experience in an accounting position. The position must be obtained by the student in coordination with a faculty member and approved by the department before registration is permitted.

FACULTY



Steven L. Christian
Professor of Accounting

B.S., M.B.A., Wright State University; graduate studies, Marygrove College, Eastern Michigan University and Western Michigan University; Fulbright Fellow (Poland and the Czech Republic)



Suzanne E. McKee
Assistant Professor of Accounting

B.A., Hillsdale College; MBA Western Michigan University, additional graduate studies in Education with Spring Arbor University and Marygrove College; past professional experiences include auditing for Plante Moran, tax preparation and self employment, 2008 NISOD national teaching award recipient, currently taking courses in the College of Education at MSU



Elaine Allore
Adjunct Professor of Accounting

B.S. Eastern Michigan University; MBA Spring Arbor University, Accounting Instructor for Jackson Community College; Education Coordinator for the University of Michigan Health System in Ann Arbor



Regis University
Spring Commencement
May 3, 2008

Randi Watts
Adjunct Professor of Accounting

2008 MBA from Regis University with a concentration in Accounting and Finance, 2003 MA in Education from Michigan State University with an emphasis in use of technology in education, 2002 State of Michigan Certification in Business Services and Technology, 2000 Certification to teach Language Arts and Social Studies- Secondary Level from Spring Arbor University, 1986 BA from Hillsdale College with majors in English and Business Administration, currently teaching English and U.S. History at Northwest High School, as well as managing the bookkeeping for our family business, Tri County Water Conditioning



Jason Broge
Adjunct Professor of Accounting

B.S. in B.A. Accounting, CMU; M.A. in Leadership, Siena Heights University; currently serving as Executive Director of university Budget for Eastern Michigan University and part time professor of Leadership for Siena Heights University; past professional experience in auditing , tax, and higher education administration



Teresa Hancock
Adjunct Professor of Accounting

B.A. Huntington College, M.B.A. Spring Arbor University