



Program Map Accounting

Degree: Accounting Technician Associate of Applied Science (AAS)
 Certificate: Accounting Clerk Level 1 (C1)
 Certificate: Accounting Technician Marketable Skills Award Level 2 (C2)



BUSINESS

Program Description: The Accounting Technician Associate of Applied Science program is designed to prepare the student for entry level accounting positions in accounting firms, industry or government. This will be accomplished by training students in those skills necessary for successful performance as accounting technicians, with heavy emphasis on hands-on applications. Admission to the program is subject to departmental approval. See an accounting advisor.

Contact:
 Reed Peoples
 Department Chair
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 512-223-4757

Department Website:
 sites.austincc.edu/accounting

Students interested in transfer should always contact ACC counselors and consult with an advisor or articulation officer from their receiving institution.

Final approval of the degree plan for graduation is provided by the Admissions Office. Application for graduation must be on file in the Admissions Office before the published deadline of the student's final semester. The ACC Catalog contains important information about graduation.

The Accounting Clerk Level 1 certificate is designed to give students short-term workforce training in accounting. This program will provide the minimum training to obtain work as an entry level accounting technician.

The Accounting Technician Level 2 Marketable Skills award recognizes attainment of basic skills necessary for employment in the accounting area. All courses may be applied toward the Accounting Clerk certificate and the Accounting Technician degree.

Use this Program Map to choose courses with your college advisor and track your progress towards milestones and completion of program.

| Pre-Degree Requirements | | |
|---|--|--|
| Program Specific | Reading and Writing Placement <i>Placements based on TSI</i> | Mathematics Placement <i>Placements based on TSI</i> |
| | <input type="checkbox"/> Basic Developmental Courses <input type="checkbox"/> ESOL Courses <input type="checkbox"/> INRW Courses | <input type="checkbox"/> MATD-0332 - Basic Math Skills <input type="checkbox"/> MATD-042x/032x – ALEKS Sequence <input type="checkbox"/> MATD-0385/0485 – Developing Mathematical Thinking <i>Not prerequisite for MATH-1314/1324</i> <input type="checkbox"/> MATD-0370 – Elementary Algebra <input type="checkbox"/> MATD-0390 – Intermediate Algebra <input type="checkbox"/> <i>Take MATD-0370 and 0390 to prepare for MATH-1314/1324</i> |
| <p><i>D = Degree</i> <i>C1 = Level 1 Certificate</i> <i>C2 = Level 2 Certificate</i></p> <p style="text-align: center;">SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS <i>Plans can be modified to fit the needs of part-time students by adding more semesters</i></p> | | |

| C1 | C2 | D | Semester 1 | C R | Advising Notes |
|----|----|---|--|--------|---|
| | | • | EDUC 1300 - Effective Learning: Strategies for College Success | 3 | New ACC Students with less than 12 SCH of successful college credit must take EDUC 1300 in their first semester. Other students can choose a speech course from the Component Area Option section of the Core Curriculum Course list. |
| • | | • | ENGL 1301 - English Composition I | 3 | Or POFT 1301 Business English for the Accounting Clerk Certificate or ENGL 2311 Technical and Business Writing for Accounting Technician Certificate. |
| • | | • | MATH 1324 for Business & Economics | 3 | Or POFT 1321 Business Math for the Accounting Clerk Certificate or MATH 1332 College Mathematics. |
| • | | • | POFT 1127 - Introduction to Keyboarding | 1 | |
| • | • | • | ACNT 1403 - Introduction to Accounting I | 4 | |

| | | | | | |
|-------------------|--------|--------|---|----|---|
| 1 1 | 4 | | | 14 | Program Semester Hours / Meet with your advisor |
| Semester 2 | | | | | |
| | | • | POFT 1231 - Numeric Keypad Applications -- Data Entry | 2 | |
| | | • | BCIS 1305 - Business Computer Applications | 3 | |
| | | • | POFI 1349 - Spreadsheets -- Excel | 3 | |
| | | • | ACNT 1311 - Introduction to Computerized Accounting | 3 | |
| | | • | ACNT 1404 - Introduction to Accounting II | 4 | ACHIEVEMENT: Accounting Technician Marketable Skills Award Level 2 Certificate |
| 1 4 | 7 | | | 14 | Program Semester Hours / Meet with <i>faculty</i> advisor |
| Semester 3 | | | | | |
| | | • | ACNT 1475 - Industry Accounting | 4 | |
| | | • | POFI 2350 - Databases: Access | 3 | |
| | | • | ACNT 1329 - Payroll and Business Tax Accounting | 3 | |
| | | • | ACNT 1392 - Special Topics in Accounting Technician | 3 | |
| | | • | BMGT 1341 - Business Ethics | 3 | |
| | | | | 16 | Program Semester Hours / Meet with your advisor |
| Semester 4 | | | | | |
| | | • | ACNT 2386 - Internship - Accounting Technology/Technician and Bookkeeping | 3 | ACHIEVEMENT: Accounting Technician Clerk Level 1 Certificate |
| | | • | ACNT 2371 - Small Business Accounting | 3 | |
| | | • | HRPO 2307 - Organizational Behavior | 3 | |
| | | • | BUSG 2317 - Business Law/Commercial | 3 | |
| | | | Language, Philosophy, and Culture OR Creative Arts | 3 | Students may select any course from the Language, Philosophy, and Culture or Creative Arts areas of the Core Curriculum Course list. ACHIEVEMENT: Associate of Science in Accounting Technician |
| 3 | | | | 15 | Program Semester Hours |
| 2 8 | 1 1 | 6 0 | Total Program Hours: 60 | | |

Career & Transfer Resources

ACC's Career & Transfer websites provide detailed, guided information on career exploration and transfer.

www.austincc.edu/career

www.austincc.edu/transfer

For further information regarding this specific program, please see the Career & Transfer Resources supplement provided in the next section of this Program Map.

Program Map

Accounting

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Career & Transfer Resources Updated 8/18/17

Career Information

Common Job Titles

Bookkeeping, Accounting, and Auditing Clerks; Billing, Cost, and Rate Clerks; Payroll and Timekeeping Clerks; Tax Preparers; Tax Examiners and Collectors, and Revenue Agents

Regional Labor Market Information

Bookkeeping, Accounting, and Auditing Clerks: New workers generally start around \$26,713. Normal pay for Bookkeeping, Accounting, and Auditing Clerks is \$40,295 per year, while highly experienced workers can earn as much as \$58,720. Over the last year, 378 companies have posted 2,881 jobs for Bookkeeping, Accounting, and Auditing Clerks in this region. There are currently 11,018 Bookkeeping, Accounting, and Auditing Clerks that are employed in Austin-Round Rock, TX.

Source: <https://austincc.emsicc.com/careers/bookkeeping-accounting-and-auditing-clerk>

Payroll and Timekeeping Clerks: New workers generally start around \$32,119. Normal pay for Payroll and Timekeeping Clerks is \$43,736 per year, while highly experienced workers can earn as much as \$60,343. Over the last year, 98 companies have posted 377 jobs for Payroll and Timekeeping Clerks in this region. There are currently 993 Payroll and Timekeeping Clerks that are employed in Austin-Round Rock, TX.

Source: <https://austincc.emsicc.com/careers/payroll-and-timekeeping-clerk>

Career and labor market research tools (see Quick Reference Guide at <http://www.austincc.edu/career/>):

EMSI: <https://austincc.emsicc.com/>, Bureau of Labor Statistics: <http://www.bls.gov/ooh/>, O*NET: <https://www.onetonline.org/>

Career Resources: ACC's career services website provides information on career exploration and employment at <http://www.austincc.edu/career>. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an ACC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

Transfer Information

The Associate of Applied Science in Accounting prepares students to directly enter the workforce; however, a Bachelor of Applied Arts and Sciences (BAAS) is an excellent alternative to the BBA degree. These degrees apply non-transferable courses and work experience towards the degree. You still must meet general education requirements and take upper level courses.

Transfer Guides: *The universities listed here do not constitute an ACC endorsement. Transfer course evaluations and determination of which courses will count toward a bachelor's degree are made by the receiving transfer institution.*

Texas State University: <http://www.owls.txstate.edu/undergraduate-degrees/applied-arts-sciences.html>

Concordia University Texas: <http://www.concordia.edu/academics/college-of-business-and-communication/baas-in-business.html>

Tarleton State University: <http://www.tarleton.edu/degrees/bachelors/baas-business/>

Texas A&M University - Central Texas: <https://www.tamuct.edu/degrees/undergraduate/business-management.html>

Texas Tech University: https://www.depts.ttu.edu/universitystudies/prospective_students/baas.php

Additional Transfer Resources: ACC's transfer website provides information on additional colleges & universities:

<http://www.austincc.edu/transferguides>. Students are encouraged to consult with a faculty advisor, area of study advisor, and/or their chosen transfer institution to ensure courses taken at ACC will apply toward their bachelor's degree program.