



# CAREER PATHWAYS FOR SUCCESS

A DUAL ENROLLMENT CAREER PATHWAY FOR ACCOUNTING (OFFICE SPECIALIST EMPHASIS)

## 12<sup>th</sup> Grade:

- FALL
- ENG 155 or ENG 101\*
  - MAT 155 or MAT 120\* or MAT 109\*
- SPRING
- Social Science
  - ENG 156 or SPC 205\*

**High School Graduation**  
WITH 12 HOURS COLLEGE CREDIT

\*If you plan to continue education beyond Associate Degree.

- FALL
- CPT 170
  - ACC 111
  - ACC 150
  - General Elective

- FALL
- ACC 102
  - ACC 120
  - AOT 133
  - AOT 141
  - BUS 101
- SPRING
- CPT 270
  - ACC 112
  - ACC 245
  - ACC 246
  - AOT 105
- SPRING
- ACC 275
  - BUS 121
  - Humanities

### EXIT NOW

Median  
\$35,572  
Annually

**ACCOUNTING,  
OFFICE SPECIALIST  
EMPHASIS  
ASSOCIATE IN APPLIED  
SCIENCE DEGREE**

### Graduate from High School with 12 Hours of College Credit

- Build a competitive and marketable resume for work in a variety of settings following high school.
- Earn 12 hours of college credit that you can use toward an Associate in Applied Science Degree in Accounting.
- Successful students are effective communicators, detail-oriented, like solving problems, and conscientious.
- Take your dual enrollment classes at a TCTC Campus alongside college students or at a college site in your school district.
- Qualify for positions at the junior accountancy level in a field expected to increase by 3% over the next 4 years.

# COURSE DESCRIPTIONS

The Accounting program prepares students to be important members of an organization's management team. Accountants provide accurate, up-to-date financial information required for making major business decisions. Graduates are well prepared for employment at the junior accountancy level in business, public, or nonprofit accounting.

## **ACC 101 - Accounting Principles I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Accounting systems for various assets, liabilities, and equities are studied.

## **ACC 102 - Accounting Principles II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Prerequisites: ACC 101 or ACC 112.

## **ACC 111 - Accounting Concepts**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the principles of the basic accounting functions—collecting, recording, analyzing, and reporting information.

## **ACC 112 - Organizational Accounting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of financial accounting with specific emphasis on partnerships and the corporate form of organization.

Prerequisites: ACC 101 or ACC 111.

## **ACC 120 - Federal Income Tax**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

Prerequisites: ACC 101 or ACC 111

## **ACC 150 - Payroll Accounting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

## **ACC 201 - Intermediate Accounting I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course explores fundamental processes of accounting theory, including the preparation of financial statements. An in-depth review of financial accounting principles is emphasized.

Prerequisites: ACC 112 .

## **ACC 230 - Cost Accounting I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the accounting principles involved in job order cost systems. The elements of cost are studied and the process cost system is introduced.

Prerequisites: ACC 102 .

## **ACC 245 - Accounting Applications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

Prerequisites: ACC 101, or ACC 111, and CPT 170 .

## **ACC 246 - Integrated Accounting Software**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the use of pre-designed integrated accounting software for accounting problems.

Prerequisites: ACC 101 or ACC 111 and CPT 170 .

## **ACC 275 - Selected Topics In Accounting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides an advanced, in-depth review of selected topics in accounting using case studies and individual and group problem solving.

Prerequisites: ACC 102 and ACC 120.

## **AOT 105 - Keyboarding**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course focuses on the mastery of touch keyboarding. Formatting principles using a computer is also covered.

## **AOT 133 - Professional Development**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

## **AOT 141 - Office Procedures I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is an introductory course to a variety of office procedures and tasks using business equipment, systems, and procedures.

Prerequisites: AOT 105.

## **BUS 101 - Introduction to Business**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled. Topics include finance, marketing, production, quality assurance, and international business issues.

## **BUS 121 - Business Law I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

## **CPT 170 - Microcomputer Applications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

Note: Reading placement scores satisfactory for ENG 100 or ENG 155 is strongly recommended.

## **CPT 270 - Advanced Microcomputer Applications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Some of the advanced features of Microsoft Office software will be applied to solve typical business problems.

Prerequisites: CPT 170.

Note: Course is offered every semester and is only offered online.

## **ENG 101 - English Composition I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisites: Satisfactory placement scores in both Reading and Writing.

## **ENG 155 - Communications I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

Prerequisites: Satisfactory Writing placement score or grade of C or higher in ENG 032 and satisfactory Reading placement score or a grade of C or higher in RDG 100 .  
Note: This course cannot be used for an AA or AS degree.

## **ENG 156 - Communications II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a continuation of the development of communication skills through writing, speaking, and library research assignments.

Prerequisites: A grade of C or better in ENG 155 or in ENG 101 .

Note: This course cannot be used for an AA or AS degree.

## **MAT 109 - College Algebra with Modeling**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis on linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices.

Prerequisites: Satisfactory math placement score or MAT 102 with a grade of C or better and a Compass Reading score of 83 or RDG 100 with a grade of C or better or ENG 101 with a grade of C or better.

Note: Credit cannot be earned for both MAT 109 and MAT 110.

## **MAT 120 - Probability and Statistics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: introductory probability and statistics, including organization of data; sample space concepts; random variables; counting problems; binomial and normal distributions; central limit theorem; confidence intervals and test hypothesis for large and small samples; types I and II errors; linear regression and correlation.

Prerequisites: Satisfactory math placement score; or MAT 102 with a grade of C or above, or MAT 101 with a grade of A.

## **MAT 155 - Contemporary Mathematics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations, and descriptive statistics.

Prerequisites: Satisfactory math placement score or MAT 032 with a grade of C or better.

Note: This course cannot be used for an AA or AS degree.

## **MGT 110 - Office Management**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

## **SPC 205 - Public Speaking**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisites: A grade of C or higher in ENG 101 or in ENG 103 or in ENG 155 or in ENG 156.