About the Program

- Accounting is a highly respected career and one that is always in demand. Every organization, large and small, needs accounting services.
- Build a competitive and marketable resume for work in a variety of settings following high school.
- Successful students are effective communicators, detail-oriented, like solving problems, and conscientious.

About the Pathway

- Earn 12 hours of college credit that you can use toward an Associate in Applied Science Degree in Accounting.
- 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.

Accounting Office Specialist Emphasis

CAREER PATHWAY

IN HIGH SCHOOL

12th Grade:
1st Semester
- ENG 155 or ENG 101*
- MAT 155 or MAT 120* or MAT 109*

2nd Semester
- ENG 156 or SPC 205*
- Social Science

*If you plan to continue education beyond Associate Degree

TAP credit available for CPT 170 with successful completion of TAP exam.

(please see course descriptions on back)

HIGH SCHOOL GRADUATION + 12 HOURS OF COLLEGE CREDIT

AFTER HIGH SCHOOL

ACCOUNTING ASSOCIATE IN APPLIED SCIENCE DEGREE

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

SPRING
- CPT 270
- ACC 112
- ACC 246
- ACC 245
- AOT 105

FALL
- ACC 102
- ACC 120
- ACC 133
- ACC 141
- BUS 101

SPRING
- ACC 275
- BUS 121
- Humanities

SC Mean Annual Wages
$37,875-$58,033

CONNECT WITH US
hsde@tctc.edu | 864-646-1505

tctc.edu/careerpathways

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

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.  
Prerequisites: ACC 101 or ACC 111.

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.

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 score 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 102.

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 63 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 higher; or MAT 101 with a grade of A and a satisfactory reading placement score or RDG 100 with a grade of "C" or higher or ENG 101 or ENG 103 with a grade of "C" or higher.

MAT 155 - CONTEMPORARY MATHEMATICS  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
The course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurements, graph sketching and interpretations, and descriptive statistics.  
Prerequisites: Satisfactory math placement score or MAT 032 with a grade of C or higher.  
Note: This course cannot be used for an AA or AS degree.

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: ENG 101, ENG 103, ENG 155, or ENG 156 with a grade of "C" or higher.