



# Office Accounting

Certificate (42 SCH\*)

\*Semester Credit Hour

7/2023

## First Semester - 15 SCH

ACNT 1303 - Introduction to Accounting I  
ITSC 1305 - Introduction to PC Operating Systems  
ITSC 1309 - Integrated Software Applications I  
POFT 1321 - Business Math  
POFT 1329 - Beginning Keyboarding

## Second Semester - 12 SCH

BUSG 1301 - Introduction to Business  
ITSC 2321 - Integrated Software Applications II  
POFT 1319 - Records & Information Management  
POFT 2301 - Intermediate Keyboarding

## Third Semester - 15 SCH

ACCT 2301 - Principles of Financial Accounting  
BUSG 1304 - Introduction to Financial Advising  
BUSI 2301 - Business Law  
ITSW 1304 - Introduction to Spreadsheets  
POFT 2312 - Business Correspondence & Communication

## Marketable Skills

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Comply with federal, state, and company policies, procedures, and regulations.
- Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Receive, record, and bank cash, checks, and vouchers

## High School Endorsements

Business and Industry

## Expected Salary

**Texas wage data:** workers on average earn \$40,630; 10% of workers earn \$24,190 or less; 10% of workers earn \$60,970 or more.

## Program Outcomes

- Perform basic functions of entry level bookkeeping/accounting positions.
- Use computer and related tools to perform financial reports and management reports.
- Be aware of the ethical issues facing the profession and the value of a responsible citizen.
- Know how to apply related accounting knowledge such as taxation, payroll, auditing in performing accounting/bookkeeping functions/work.

## Additional Educational Opportunities

Associate of Science Degree to transfer to a university. BBA and MS in Accounting for CPA career.

## Career Opportunities

Financial Clerk; Accounting Assistant; Bookkeeper; Accounts Payable Clerk; Bank Teller; Business Owner; Management Trainee.