

Accounting / Business Administration

The Accounting/Business Administration program is designed to prepare students for transfer to a four-year university as a business major and adheres to the Texas Higher Education Coordinating Board's Field of Study Curriculum for Business. The program will provide students with a background in basic academic areas such as mathematics and the sciences, as well as introductory work in the business areas of accounting, economics and business computer applications. Graduates from the program will have earned an Associate of Science degree and will be ready for junior and senior level work in such business areas as accounting, finance, management, and marketing.

Suggested Course of Study for University Transfer Students (67-70 Credit Hours)

Freshman Year	Sophomore Year
BCIS 1405	ACCT 2401
ENGL 1301	ACCT 2402
ENGL 1302	ECON 2301
HIST 1301	ECON 2302
HIST 1302	GOVT 2305
Lab Science (8 Credit Hours)	GOVT 2306
MATH 1314	Literature (3-6 Credit Hours)*
MATH 1324	MATH 1325
PHED 1134	PHED Activity
SPCH 1315 or 1321	Social/Behavioral Science (3 Credit Hours)
	Visual/Fine Arts (3 Credit Hours)

*Nine semester hours of English are required for the Associate of Science degree. Completion of the Field of Study may require an additional term(s).

CERTIFICATE IN OFFICE ACCOUNTING (42 Credit Hours)

The Certificate in Office Accounting is designed to prepare students for employment as an accounting clerk and includes coursework in accounting principles, computerized accounting packages (Peachtree and QuickBooks), databases, spreadsheets, and other related business curriculum.

First Semester

ITSC 1421	PC Operating Systems - Windows
ITSC 1409	Integrated Software Applications 1
POFT 1329.....	Keyboarding and Document Formatting
or POFT 2301	Document Formatting and Skillbuilding
POFT 1321.....	Business Math

Second Semester

ACCT 2401	Principles of Accounting
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ACNT 1411Intro to Computerized Acct.
 ITSW 1404 Intro to Spreadsheets
 POFT 2312.....Business Correspondence & Communication

Third Semester

ACNT 1403.....Intro to Accounting I
 ITSW 1307Intro to Database
 POFT 1309.....Office Procedures 1
 BUSG 1304..... Personal Finance

One Tech Prep course, which may have been completed in high school.

- ACCT 2401 Principles of Accounting I** 4.3.3
 A study of accounting principles as applied to vouchers, books of original entry, controlling accounts, adjusting and closing entries, financial statements, controls, and accounting concepts. Fee Charged.
- ACCT 2402 Principles of Accounting II** 4.3.3
 A study of accounting principles as applied to the corporate form of business, application of accounts and records peculiar to a corporation accounting for manufacturing, and analysis of financial statements. Fee Charged. Prerequisite: ACCT 2401.
- ACNT 1403 Introduction to Accounting I** 4.3.3
 A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, book reconciliations, and payroll. Fee Charged.
- ACNT 1411 Introduction to Computerized Accounting** 4.3.3
 Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package. Fee charged.
- BUSG 1304 Personal Finance** 3.3.0
 A study of the financial problems which people ordinarily encounter in managing their family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning. The student will identify the concepts associated with the time value of money; identify the concepts associated with personal budgeting; and recognize the differences among various savings and investment programs and classes of securities. The student will identify the options for personal insurance; describe retirement and estate planning techniques; explain the benefits of owning versus renting real property; and discuss consumer protection legislation. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package. Fee

charged.

ECON 2301 Principles of Economics (Macro) 3.3.0

An introduction to the U.S. economy's organization and operation. Emphasis is placed on national income determination, monetary and fiscal policies, money and banking, business cycles, and economic growth.

ECON 2302 Principles of Economics (Micro) 3.3.0

An introduction to the market economy. Emphasis is placed on the price mechanism, supply and demand analysis, degrees of competition, and income distribution.



Tip

Priority dates for completing your financial aid file in order to ensure that funds will be available for registration: Fall semester, July 15; Spring semester, Nov. 15; Summer session, May 1.