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

### Professional Development
- **High School Endorsements**
  - Business and Industry

- **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.

- **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

- **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.

### Course Schedule

#### 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

*Semester Credit Hour*