

# BIG BEND COMMUNITY COLLEGE

## BUSINESS

### ACCOUNTING TECHNICIAN – AAS

NAME:



The Accounting Technician program is designed to develop proficiencies and skills necessary to obtain entry-level employment in bookkeeping and accounting career paths. Jobs are available in corporate offices, industrial plants, mortgage and commercial banks, investment firms, insurance offices, real estate offices, retailing operations, and in general, any small business.

This degree also provides students the opportunity to earn industry-recognized certificates while working toward the Associate of Applied Science (AAS) degree. These certificates include:

- Certificate of Achievement – Accounting (52 credits)
- Certificate of Accomplishment – Basic Office Computing (15 credits)
- Certificate of Accomplishment – Accounting Principles Proficiency (20 credits)
- Certificate of Accomplishment – Computerized Accounting Applications (5 credits)
- Certificate of Accomplishment – Business Communications (19 credits)

SID:

Please note that there are only 31 remaining credits to earn the AAS degree after completions of all certificates.

### ENTRY REQUIREMENTS

- Complete Admissions and Placement processes       Meet with Accounting advisor prior to enrolling

### DEGREE REQUIREMENTS

#### Related Instruction (21 credits)

- |   |   |
|---|---|
| <input type="checkbox"/> BUS 102 – Business Mathematics (5)       | <input type="checkbox"/> CMST& 220 – Public Speaking (5)          |
| <input type="checkbox"/> BUS 120 – Human Relations on the Job (4) | <input type="checkbox"/> FAD 150 – Industrial First Aid & CPR (2) |
| <input type="checkbox"/> BUS 121 – Business English (5)           |   |

#### Accounting Core (27 credits)

- |   |  |
|---|--|
| <input type="checkbox"/> ACCT 105 – Introduction to Accounting (5)    | <input type="checkbox"/> ACCT 233 – Intro to Payroll Taxes (2) |
| <input type="checkbox"/> ACCT& 201 – Principles of Accounting I (5)   | <input type="checkbox"/> ACCT 260 – Computer Accounting (3)    |
| <input type="checkbox"/> ACCT& 202 – Principles of Accounting II (5)  | <input type="checkbox"/> ACCT 262 – Intro to QuickBooks (2)    |
| <input type="checkbox"/> ACCT& 203 – Principles of Accounting III (5) |  |

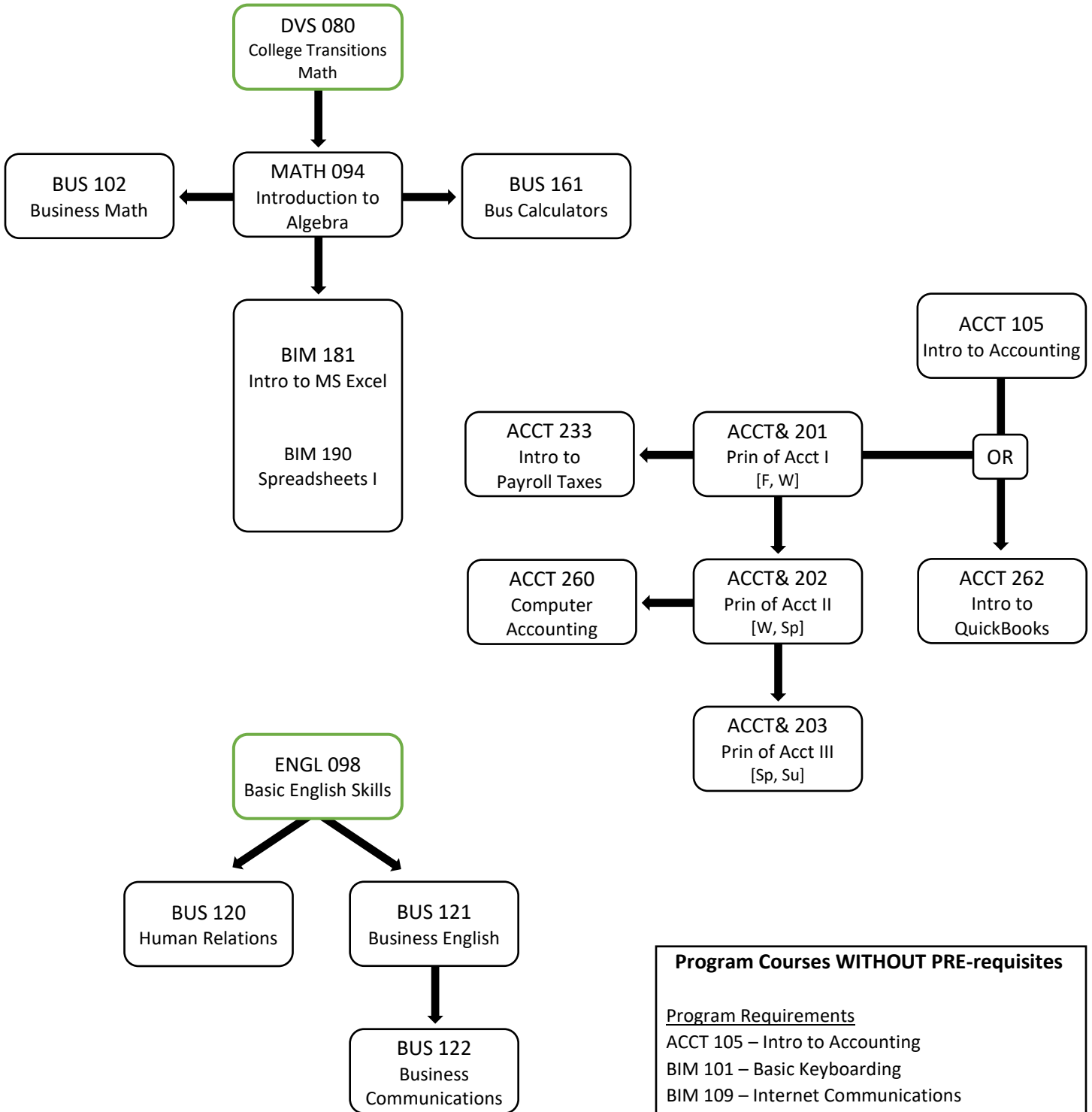
#### Business and Business Information Management Core (47 credits)

- |   |   |
|---|---|
| <input type="checkbox"/> BUS& 101 – Introduction to Business (5)  | <input type="checkbox"/> BIM 101 – Basic Keyboarding (2)<br><i>If you demonstrate typing proficiency you may take a business elective in place of BIM 101 with your advisor's approval.</i> |
| <input type="checkbox"/> BUS 122 – Business Communications (5)    | <input type="checkbox"/> BIM 109 – Internet Communications (1)  |
| <input type="checkbox"/> BUS 161 – Business Calculators (2)       | <input type="checkbox"/> BIM 110 – Microsoft Office Essentials (3)  |
| <input type="checkbox"/> BUS 170 – Consumer Finance (5)           | <input type="checkbox"/> BIM 181 – Introduction to Microsoft Word (3)   |
| <input type="checkbox"/> BUS& 201 – Business Law (5)              | <input type="checkbox"/> BIM 182 – Introduction to Microsoft Excel (2)  |
| <input type="checkbox"/> ECON 200 – Introduction to Economics (5) | <input type="checkbox"/> BIM 183 – Introduction to Microsoft Access (1)   |
|   | <input type="checkbox"/> BIM 190 – Spreadsheets (3)   |

90 TOTAL DEGREE CREDITS

## ACCOUNTING TECHNICIAN PRE-REQUISITE FLOW CHART

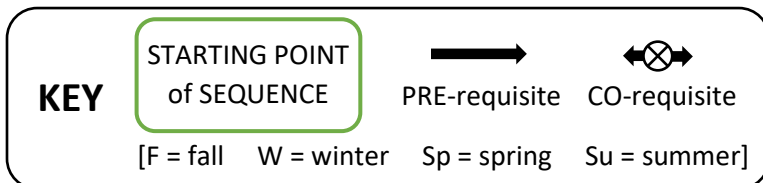
Start by talking with your assigned advisor to determine which courses to take first based on your placement scores.



### Program Courses WITHOUT PRE-requisites

#### Program Requirements

ACCT 105 – Intro to Accounting  
 BIM 101 – Basic Keyboarding  
 BIM 109 – Internet Communications  
 BIM 110 – Microsoft Essentials  
 BIM 181 – Intro to Microsoft Word  
 BIM 183 – Intro to Microsoft Access  
 BUS& 201 – Business Law  
 BUS 170 – Consumer Finance  
 BUS& 201 – Business Law  
 CMST& 220 – Public Speaking  
 ECON 200 – Intro to Economics  
 (MATH 098/ENGL 099 highly recommended)





**ACCOUNTING TECHNICIAN QUARTERLY PROGRAM PLAN (YEAR TWO)**

FALL (15 credits)	WINTER (13 credits)	SPRING (15 credits)
ACCT& 201 (5) ACCT 262 (2) BIM 109 (1) BUS& 201 (5) FAD 150 (2)	ACCT& 202 (5) BIM 183 (1) BIM 190 (3) BUS 120 (4)	ACCT& 203 (5) ACCT 233 (2) ACCT 260 (3) BUS 170 (5)

**ADVISING**

FALL	WINTER	SPRING
<input type="checkbox"/> Meet with your advisor <input type="checkbox"/> Explore Career Services	<input type="checkbox"/> Assess program plan with advisor <input type="checkbox"/> Develop employment packet (resume, cover letter, references) <input type="checkbox"/> Apply for BBCC graduation	<input type="checkbox"/> Assess program plan with advisor <input type="checkbox"/> Identify employment prospects <input type="checkbox"/> Prepare for interviews

**QUARTERLY REGISTRATION PLANNING**

QUARTER:			REGISTRATION ACCESS CODE:			
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #	

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CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #	

**Big Bend Community College**  
**WORKFORCE EDUCATION PROGRAM REQUIREMENTS**

**Certificate of Achievement**

Students working toward a Certificate of Achievement need to develop a program plan with the faculty advisor in their Workforce Education area of interest. The plan must include all related instruction components. The Certificate of Achievement is designed to provide recognition for the student who has not completed an Associate in Applied Science degree program.

**Certificate of Accomplishment**

Students working toward a Certificate of Accomplishment need to develop a program plan with the faculty advisor in their Workforce Education area of interest. The Certificate of Achievement is designed to provide recognition for the student who does not complete a Certificate of Achievement or an Associate in Applied Science degree program.

**Changes or substitutions for course work in the college catalog must be listed and approved by the advisor.** It is essential that students meet quarterly with their advisor before registration to review progress and plan their program.

Each program plan must be approved by the Workforce Education program advisor and Dean of Workforce Education. Certificates will be issued out of the Dean of Workforce Education Instructional Services office.

**Certificate of Achievement**                      **QTR & YR Completed** \_\_\_\_\_

**Certificate of Accomplishment**                      **QTR & YR Completed** \_\_\_\_\_

*Title of Certificate:*

\_\_\_\_\_

*Advisor Approval:*

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

*Program Completion Approval:*

\_\_\_\_\_  
Dean of Workforce Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructional Services Office Assistant

\_\_\_\_\_  
Date

NAME:

SID:

**Big Bend Community College**  
**WORKFORCE EDUCATION PROGRAM REQUIREMENTS**  
**Associate in Applied Science Degree**

**Credit Requirement:** Completion of the total credit requirements of the approved Workforce Education Program Plan. Minimum of 90 quarter hours. It is the student's responsibility to insure that he/she meets all of the technical and general education degree requirements.

**MATHEMATICS REQUIREMENT:** 3-5 credits\* in mathematics courses as stated in the approved Professional/Technical Program Plan.

BUS 102	Business Mathematics
MAP 100	Applied Mathematics (AMT)*
MAP 101	Applied Mathematics (AUT/WLD)
MAP 103	Applied Mathematics (MMT/IET)
MAP 117	Applied Mathematics for Workforce I
MAP 119	Applied Mathematics for Workforce II
MATH& 107	Math in Society
MATH& 141	Pre-Calculus I
MATH& 146	Intro to Statistics
MATH 147	Finite Mathematics
*AMT program requires two MAP 100 credits	

**WRITTEN COMMUNICATIONS REQUIREMENT:** 3-5 credits in written communications courses as stated in the approved Professional/Technical Program Plan.

BUS 121	Business English
ENGL& 101	English Composition I
ENGL 109	Applied Technical Writing

**ORAL COMMUNICATIONS REQUIREMENT:** 3-5 credits in oral communications courses as stated in the approved Professional/Technical Program Plan.

AVF 225	Effective Communications in Flight Instruction
CMST 100	Human communications
CMST& 210	Interpersonal Communications
CMST& 220	Public Speaking

**HUMAN RELATIONS REQUIREMENT:** 3-5 credits in human relations courses as stated in the approved Professional/Technical Program Plan.

BUS 120	Human Relations on the Job
EDUC& 115	Child Development
PSYC& 100	General Psychology
SOC& 101	Intro to Sociology

**INDUSTRIAL FIRST AID REQUIREMENT:** 2 credits in Industrial First Aid or equivalent or higher certification as stated in the approved Professional/Technical Program Plan.

FAD 150	Industrial First Aid and CPR plus Bloodborne Pathogens
Current First Aid/CPR, First Responder, or EMT card	

\_\_\_\_\_

Approval:

\_\_\_\_\_  
 Advisor Date

Program Completion Approval:

\_\_\_\_\_  
 Dean of Workforce Education Date

Each program must be approved by the Workforce Education program advisor. Program changes and substitutions must be approved by the program advisor prior to application for degree.