



ACCOUNTING TECHNICIAN AAS

BUSINESS



START here

Requirements to Earn this Associate Degree

Work with an advisor to develop your
specialized education plan.



Accounting Requirements:

	Credits
• ACCT 105: Intro to Accounting.....	5
• ACCT&201: Principles of Accounting I 	5
• ACCT&202: Principles of Accounting II 	5
• ACCT&203: Principles of Accounting III.....	5
• ACCT 233: Intro to Payroll Taxes.....	2
• ACCT 260: Computer Accounting.....	3
• ACCT 262: Intro to Quickbooks.....	2
• BIM 101: Basic Keyboarding OR BIM 104: Intermediate Keyboarding.....	2
• BIM 109: Internet Communications.....	1
• BIM 180: Intro to Microsoft Office.....	4
• BIM 190: Spreadsheets I.....	3
• BUS 115: Workplace Skills & Behaviors.....	4
• BUS&101: Intro to Business.....	5
• BUS 122: Business Communications.....	5
• BUS 161: Business Calculators.....	2
• BUS 170: Consumer Finance.....	5
• BUS&201: Business Law.....	5
• ECON 200: Intro to Economics.....	5
(or &201 or &202)	

General Education Requirements:

• CMST&220: Public Speaking.....	5
• ENGL&101: English Composition.....	5
• FAD 150: Industrial First Aid.....	2
• MAP 117: Applied Math for Workforce Programs.....	5
(MATH&107 if pursuing BAS-AM degree)	
• PSYC&100: General Psychology OR SOC&101: Intro to Sociology.....	5

Total Credits Required: 90

TO DO:

Stay on track with this checklist!

TO DO'S:

QUARTER 1

- APPLY FOR FAFSA OR WASFA FOR NEXT YEAR (OPENS OCTOBER 1ST!)
- SET UP YOUR BANKMOBILE ACCOUNT
- GET FAMILIAR WITH YOUR CTCLINK STUDENT HOMEPAGE
- MEET WITH YOUR ADVISOR

QUARTER 2

- MAKE AN EDUCATION PLAN WITH YOUR ADVISOR
- APPLY FOR BBCC FOUNDATION SCHOLARSHIPS

QUARTER 3

- MEET WITH YOUR ADVISOR

QUARTER 4

- UPDATE YOUR EDUCATION PLAN WITH YOUR ADVISOR

QUARTER 5

- APPLY FOR GRADUATION (AFTER ENROLLING IN YOUR FINAL QUARTER OF CLASSES)

QUARTER 6

- ORDER CAP AND GOWN
- ATTEND GRADUATION!
- BEGIN YOUR JOB SEARCH

Career Outlook

The Accounting Technician program is designed to develop the 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.

Future Education Opportunities

This degree prepares students to pursue the Bachelor or Applied Science - Applied Management at Big Bend Community College.

Find Out More

prestonw@bigbend.edu

<https://www.bigbend.edu/academics/business-and-accounting/>

Length of Program

90 credits = 6 quarters* if you take 15 credits each quarter.

*Your specific route may take longer than 6 quarters depending on the number of credits you take each quarter and where you start in your math and English pathways.

Which Quarter Can I Begin?

Fall, Winter, Spring, or Summer

Program Modality

Courses are offered on-campus, online, or hybrid (part on-campus, part online). This program cannot be completed entirely online.

Helpful Hints

Wait until your second year to take the Accounting sequence.

OPPORTUNITY FOR FREE \$\$\$

Workforce Education Services provides additional financial assistance for tuition and fees, books, tools, bus passes, and emergency support.

See if you qualify here!



Accounting Technician Pre-Requisite Flow Chart

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



Limited Availability Courses

- ACCT&262 (F)
- BIM 183 (F, W, Sp)
- BUS 170 (Sp)
- BUS&201 (F, W, Sp)
- ECON 200 (F, W, Sp)

CERTIFICATE OPTIONS

ACCOUNTING TECHNICIAN

Basic Office Computing Certificate of Accomplishment

Credits

- BIM 101: Basic Keyboarding OR
BIM 104: Intermediate Keyboarding.....2
- BIM 180: Intro to Microsoft Office.....4
- BIM 190: Spreadsheets 1.....3
- BUS 161: Business Calculators.....2

Total Credits: 11

Business Communications Certificate of Accomplishment

Credits

- BUS 115: Workplace Skills & Behaviors.....4
- BUS 122: Business Communications.....5
- CMST&220: Public Speaking.....5

Total Credits: 14

Accounting Principles Proficiency Certificate of Accomplishment

Credits

- ACCT 105: Intro to Accounting.....5
- ACCT&201: Principles of Accounting I.....5
- ACCT&202: Principles of Accounting II.....5
- ACCT&203: Principles of Accounting III.....5

Total Credits: 20

Computerized Accounting Applications Certificate of Accomplishment

Credits

- ACCT 260: Computer Accounting.....3
- ACCT 262: Intro to Quickbooks.....2

Total Credits: 5

One-Year Certificate of Achievement

Credits

- ACCT 105: Intro to Accounting.....5
- ACCT&201: Principles of Accounting I.....5
- ACCT&202: Principles of Accounting II.....5
- ACCT&203: Principles of Accounting III.....5
- ACCT 262: Introduction to Quickbooks.....2
- BIM 180: Intro to Microsoft Office.....4
- BIM 190: Spreadsheets 1.....3
- BUS 161: Business Calculators.....2
- CMST&220: Public Speaking.....5
- FAD 150: Industrial First Aid.....2
- MAP 117: Applied Math.....5
- PSYC&100: General Psychology OR
SOC&101: Intro to Sociology.....5

Total Credits: 48

My Education Plan

Name: _____

ID #: _____

 Quarter/Year	Quarter/Year
Quarter/Year	Quarter/Year
Quarter/Year	Quarter/Year

My Education Plan

Name: _____

ID #: _____

Quarter/Year

Quarter/Year

Quarter/Year

Quarter/Year

Quarter/Year

Quarter/Year



Suggested Schedule to Earn this Associate Degree

If the classes listed below don't fit your schedule or you're planning to start after fall quarter, work with an advisor to develop your specialized education plan.

Year One

Fall	Credits
• ACCT 105: Intro to Accounting.....	5
• BIM 101: Basic Keyboarding OR BIM 104: Intermediate Keyboarding.....	2
• BIM 180: Intro to Microsoft Office.....	4
• MAP 117: Applied Math for Workforce Programs..... (MATH&107 if pursuing BAS-AM degree)	5
Winter	
• BUS 115: Workplace Skills & Behaviors.....	4
• BUS&101: Intro to Business.....	5
• ENGL&101: English Composition.....	5
• BUS 161: Business Calculators.....	2
Spring	
• BUS 122: Business Communications.....	5
• CMST&220: Public Speaking.....	5
• ECON 200: Intro to Economics..... (or &201 or &202)	5

Year Two

Fall	
• ACCT&201: Principles of Accounting I.....	5
• ACCT 262: Intro to Quickbooks.....	2
• BUS&201: Business Law.....	5
• FAD 150: Industrial First Aid.....	2
Winter	
• ACCT&202: Principles of Accounting II.....	5
• BIM 109: Internet Communications.....	1
• BIM 190: Spreadsheets I.....	3
• PSYC&100: General Psychology OR SOC&101: Intro to Sociology.....	5
Spring	
• ACCT&203: Principles of Accounting III.....	5
• ACCT 233: Intro to Payroll Taxes.....	2
• ACCT 260: Computer Accounting.....	3
• BUS 170: Consumer Finance.....	5

Total Credits Required: 90