

BUSINESS MANAGEMENT DEPARTMENT

GUIDED PATHWAY: APPLIED ACCOUNTING

For more information, visit www.laredo.edu and your academic advisor.



This is a course sequence for students interested in pursuing a Bookkeeping/Accounting career. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Associate of Applied Science (AAS) degree in Applied Accounting¹. For official degree requirements, [click here](#).

The AAS degree in Applied Accounting is designed to prepare students for various career opportunities in the bookkeeping and accounting industry. Emphasis is placed on computing, classifying, and recording numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and posting pertaining to business transactions recorded by other workers. This program is intended to provide a foundation on which the graduate can build a bookkeeping/ accounting career through expanded experiences and/or further education. Courses that complete the Degree (D) and courses that complete the Accounting Clerk Certificate (AC1) or One Semester Certificate (AC2) are noted below.

Visit www.laredo.edu/pathways to view guided pathways created for students who complete an AAS degree and the options for transfer. Speak with an academic advisor at your college to choose courses that will help you to transfer to a specific university.

COLLEGE READINESS REQUIREMENTS (only for the AAS)

Enrolling in one or more courses may be necessary if assessment activities and previous academic experiences indicate a need for additional knowledge and skills:

READING & WRITING PLACEMENT

MATH PLACEMENT

ENGLISH LANGUAGE PROFICIENCY

TSI MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

INRW _____
 OTHER: _____

TSI MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

DEV MATH _____
 OTHER: _____

TSI MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

ESOL _____
 OTHER: _____

Exemptions/waivers may exist. Speak with an academic advisor regarding placement in college readiness courses and your ability to enroll in core academic coursework.

SEMESTER BY SEMESTER MAP FOR FULL-TIME STUDENTS²

D	AC1	AC2	SEMESTER 1	ACTION ITEMS
◆	◆	◆	ACNT 1403 – Introduction to Accounting I	<input type="checkbox"/> Meet with your advisor to confirm academic and career goals before the end of the semester. <input type="checkbox"/> Meet with a career advisor or instructor to research your career options and opportunities for job shadowing. Apply for the One Semester Certificate (AC2) Completion
◆	◆	◆	ACNT 1429 – Payroll and Business Tax Accounting	
◆	◆	◆	ACNT 1411 – Introduction to Computerized Accounting ³	
◆	◆	◆	ACNT 1431 – Federal Income Tax: Individual	
TOTAL SEMESTER CREDIT HOURS: 16				
D		AC2	SEMESTER 2	ACTION ITEMS
◆		◆	ACNT 1404 – Principles of Accounting II	<input type="checkbox"/> Meet with your advisor to file and official degree plan, confirm or update your academic/career path and program of study. <input type="checkbox"/> Meet with your advisor to apply for the Accounting Clerk Certificate (AC1) Completion
◆		◆	BMGT 2303 – Problem Solving and Decision Making	
◆		◆	POFI 1449---- Spreadsheets	
◆		◆	ACNT 2366 – Accounting Practicum ³	
TOTAL SEMESTER CREDIT HOURS: 14				
D			SEMESTER 3	ACTION ITEMS
◆			MATH 1324—Mathematics for Business and Social Sciences C	<input type="checkbox"/> Meet with a career advisor or coach for assistance in preparing for job search.
◆			ECON 2301 – Principles of Macroeconomics C	
◆			ENGL 1301 – Composition I C	
◆			ACCT 2401 – Principles of Accounting I	
◆			ELECTIVE – Humanities/Fine Arts Course	
TOTAL SEMESTER CREDIT HOURS: 16				
D			SEMESTER 4	ACTION ITEMS
◆			ACCT 2402 – Principles of Accounting II	After reviewing your degree plan and program of study apply for graduation. <input type="checkbox"/> Meet with your advisor to apply for the AAS in Applied Accounting Sign up for commencement
◆			ECON 2302—Principles of Microeconomics C	
◆			BCIS 1305 – Business Computer Applications C	
◆			ACNT 1491—Special Topics in Accounting 3	
◆			Elective – Creative Arts Elective as indicated in the Core C	
TOTAL SEMESTER CREDIT HOURS: 14				
AAS DEGREE MINIMUM: 60 SEMESTER CREDIT HOURS/PATHWAY TOTAL: 60 SEMESTER CREDIT HOURS				

1. Degree plans may change in later catalogs. Be sure to consult with your advisor if you are continuing on an older degree plan.

2. Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by Laredo College awarding the degree.

3. Capstone Course -

C This course counts for the Core Curriculum at any public college or university in Texas.

Certification and Licensure Information

The **Applied Accounting Program** offers **Certification** in the following areas:

1. **QuickBooks Certification**--Requires the QuickBooks Certification test be taken upon completion of the ACNT 1411--Introduction to Computerized Accounting (Desktop) course. The certification test is taken on campus at LC with an LC Business and Management faculty proctor.
2. **Intuit Microsoft Office Specialist Certification Excel**--with an emphasis in Bookkeeping--Requires the Intuit Microsoft Office Specialist Certification test be taken upon completion of the POFI 1449--Spreadsheets course. The certification test is taken on campus at LC with an LC Business and Management faculty proctor.
3. **Bookkeeper Certification—American Institute of Professional Bookkeepers (AIPB)**—Requires the Bookkeeper Certification test be taken upon completion of the ACNT 1491—Special topics in Accounting course. The certification test is taken out of town and is proctored at a Prometric test center.

Career Information

Common Job Titles

Bookkeeper, and Accounting Clerks, Billing, Cost, and Rate Clerks; Payroll and Timekeeping Clerks; Tax Preparers; Accounts Receivable and Payable Clerks, Accounting Specialist, Accounts Payable Specialist, Accounts Payable Coordinator, Accounting Technician, Accounting Associate, Accounting Assistant, and Principal Accounts Clerk.

Regional Labor Market Information

Average Salary for Bookkeeping, Accounting, and Auditing Clerks in 2020 Nationally: \$41,198 per year, \$3,433 per month, \$792 per week, and \$19.80 per hour. Jobs—The nationally average for an area the size of Laredo over the past year is 1,399 employees, while there are 1,504 in Laredo.

Average Salary for Accountants and Auditors in 2020 Nationally: \$71,498 Per Year, \$5,958 per month, \$1,374 per week, and \$34.37 per hour. Jobs--the national average for an area the size of Laredo over the past year is 1291 employees, while there are 964 in Laredo.

Career and labor market research tools

Bureau of Labor Statistics: <http://www.bls.gov/ooh/>, O*NET: <https://www.onetonline.org/>

Career Resources: Laredo College career services website provides information on career exploration and employment. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an LC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

webpage http://www.laredo.edu/cms/LCC/Student_Services/Student_Success_Center/Student_Success_Center_2018/Academic_Advising/Career_Exploration_Services/ for the *career advising and jobs*.

Transfer Information

The Associate of Applied Science in Applied Accounting prepares students to directly enter the workforce; however, a Bachelor of Applied Arts and Sciences (BAAS) is an excellent alternative to the Bachelors in Business Administration degree. The Bachelor of Applied Arts and Sciences degree applies non-transferable courses and work experience towards the Bachelor's degree. You still must meet general education requirements and take upper level courses.

Transfer Guides: The universities listed here do not constitute a Laredo College endorsement. Transfer course evaluations and determination of which courses will count toward a Bachelor's degree are made by the receiving transfer institution.

Texas A&M International University: Offers a BAAS Degree in General Business, Logistics and Transportation and Management.
<http://www.tamui.edu>

South Texas College: <http://www.SouthTexas.edu>

Additional Transfer Resources: Laredo College transfer website provides information on additional colleges & universities: <http://www.???>. Students are encouraged to consult with a faculty advisor, area of study advisor, and/or their chosen transfer institution to ensure courses taken at LC will apply toward their bachelor's degree program.