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DEL MAR COLLEGE

Paraprofessional Accountant

Paraprofessional Accountant

The Accounting Program is recognized for the professional expertise of the faculty and provides the most current software and technology available. The goals for the program are:

- Prepare individuals for entry-level positions in accounting by providing students with basic accounting skills
- Update and expand skills of those already working in the accounting/bookkeeping field
- Offer courses that will appeal to members of the community as personal enrichment

Career Options

The field of accounting offers stimulating and challenging work that is constantly evolving -- all businesses and organizations require accounting services. You can work as an income tax preparer, bookkeeper, accounts receivable/payable clerk, or in other accounting-related positions.

Training

Training in all aspects of general ledger accounting, computer accounting, payroll and income tax is included in the program leading to a Certificate in Accounting Technician. Additional topics are explored in the second year leading to the Associate of Applied Science Degree. Courses integrate accounting software and technology throughout the program. Also included in the second year is an Accounting Practicum, in which students work in the field in order to gain real-world experience.

Accounting Practicum

An important component of the Accounting Program is an external learning experience established in collaboration with community organizations and businesses. The practicum provides general training and experiences in the workplace. As a student in this program, you will attend a weekly seminar on the Del Mar College campus and concurrently work on accounting assignments at a worksite under supervision of the employer. Enrollment in the practicum will be in the last semester of the Associate Degree program.

For More Information

Department of Business Administration
Del Mar College
101 Baldwin Blvd.
Corpus Christi, TX 78404-3897
(361) 698-1372
www.delmar.edu

CERTIFICATE: ACCOUNTING TECHNICIAN (Suggested Occupational Plan)

Check with the Chairperson of the Department of Business Administration for allowable combinations of certificates and AAS degrees.

Keyboarding proficiency of 25 WPM is required; otherwise student must enroll in POFT 1329.

FIRST SEMESTER		SEMESTER HOURS
ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3
POFT 1321	Business Math	3
ITSC 1309	Integrated Software Applications I OR	
POFI 1301	Computer Applications I	3
BUSI 1301	Business Principles	3
SECOND SEMESTER		
ACNT 1329	Payroll and Business Tax Accounting	3
ACNT 1311	Introduction to Computerized Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
ELECTIVE	(Select from: ACCT 2301 or HRPO 1311)	3
THIRD SEMESTER		
ACNT 1313	Computerized Accounting Applications	3
ACNT 2268	Practicum-Accounting Technology/ Technician & Bookkeeping (Capstone)	2
ACNT 1178	Seminar	1
Total Semester Hours for Certificate		33

The provisions and information set forth in this statement are intended to be informational and not contractual in nature and are subject to modification without notice, by the Administration or the Board of Regents. For additional explanation refer to the Disclaimer in the College Catalog. Del Mar College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason.

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Admissions

Del Mar College maintains an “open door” admissions policy. In order to gain admission to the College and prior to registration, students must complete an Admissions File to include:

- Application for Admission
- Official high school transcript or GED test scores and/or official college transcript(s)
- Placement test scores
- Proof of Texas residency for the previous 12 months to qualify for in-state tuition

Contact the Admission Office in the Harvin Student Center (East Campus) or the Administration Building (West Campus) for information related to admission to the College.

Financial Aid/Scholarships

Financial Aid Services assists students who need financial resources to help pay their College costs. Financial Aid Services provides information on grants, loans, or employment for students with a demonstrated financial need. Many scholarships are also available for students and are awarded based on academic achievement and/or financial need.

More than 5,000 Del Mar students are eligible to receive financial aid each year. Full-or part-time students may apply for need-based financial aid programs or scholarships. The only way for students to determine their eligibility is to apply for financial aid. The best, easiest, and quickest way to apply for aid is by completing the Free Application for Federal Student Aid (FAFSA), which is available online at www.fafsa.ed.gov. Results may be available in 7-10 days. The FAFSA application itself may be mailed; however, this process may take anywhere from 4-6 weeks. The Title IV school code for Del Mar College is 003563. Please note that you must provide the previous year’s income tax information regardless of the application process you choose to employ. (Dependent students must provide their parents’ tax information as well.)

Contact Financial Aid Services in the Harvin Student Center (East Campus) or the Coleman Center (West Campus) for further information related to need-based financial assistance or academic achievement-based scholarships.

Success Initiative

Del Mar College actively supports the Texas “Success Initiative.” Assessment is required to identify the readiness of entering students to enroll in academic coursework. For students needing skill improvement, the College provides developmental courses at a variety of levels to accommodate students’ individual needs. All students may take advantage of New Student Orientation, Freshman Seminar, learning labs, tutoring services, counseling, advising, and PLATO software to supplement their coursework and to meet their education goals.

Student Services

Del Mar College is dedicated to making education as accessible as possible. For that reason, a comprehensive network of student services is available to all students. More information about each of these services is available through the College Catalog or in the Harvin Student Center on the East Campus or the Coleman Center on the West Campus.

Student Services	Phone Number
Admission/Records/Registration/Graduation.....	698-1255
Financial Aid Services.....	698-1293
Counseling/Career Exploration.....	698-1290
Career Job Placement.....	698-1970
Special Services/students with disabilities.....	698-1298
Student Activities/orientation/clubs.....	698-1279
Testing.....	698-1645
Tutoring.....	698-2347

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