

The Drake Advantage

Students who attend Drake State Technical College will receive a quality education utilizing a combination of traditional lecture style classes, computer labs as well as hands on experience in our on-site training facilities. Class sizes are typically much smaller than other area institutions of higher education allowing for more one-on-one faculty-student interaction. When we say "Our Graduates Work", we stand behind a commitment to provide the educational opportunities to prepare our students for immediate entry into the workforce.

Program Description

The mission of the Accounting Technology Program is to prepare students for entry-level employment or advancement in the accounting field through a series of experience provided in fundamental accounting principles and procedures, cost accounting, income tax procedures, payroll accounting, government, not-for-profit accounting and the use of microcomputers. The Accounting program awards the short certificate and the Associates in Applied Technology Degree.

Career Opportunities

The Accounting Technology Program provides the training necessary to become a financial record keeper. Areas of training will include computing, classifying, recording and verifying numerical data to maintain accurate financial records.

Graduates of the Accounting Technology Program may become employed as an Accounts Payable Clerk, Inventory Control Clerk, Accounts Receivable Clerk, Bookkeeping Clerk or Auditing Clerk.

Expected Earnings/Salary

Earnings for Accounting Clerks as reported by the 2008-2009 Occupational Outlook Handbook are as follows:

The median annual earnings of payroll and timekeeping clerks is \$32,400.

The highest 10 percent earn more than \$46,500 annually.



**Equal Employment/Opportunity Institution
Accredited by:**

**Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, Georgia 30346 • 800.917.2081**

ACCOUNTING TECHNOLOGY

Our Graduates Work.



**3421 Meridian Street, North • Huntsville, AL 35811
Phone 256.539.8161 • Fax 256.539.6439
1.888.41.drake (37253) • www.drakestate.edu**

Skills Needed

A successful Accounting Clerk must have knowledge of database and computerized accounting software, ability to work in an office environment and above average interpersonal skills.

Types of Programs Offered

There are three different levels of training in the Accounting Technology Program:

Career Skills Certificate –

Accounting Technology Program

Career Entry Certificate –

Accounting Technology Program

Associate in Applied Technology Degree –

Accounting Technology

The varied levels of certification allow each student to customize the amount of training he/she desires based on individual career goals. The basic Career Skills certificate may be utilized as a means for immediate entry into the workforce or serve as a starting point for the Career Entry Certificate. In most cases, the credits received from one certificate level will transfer to a program of a higher level.

Drake State has established articulation agreements with Alabama A&M University and Athens State University to assist students who desire to pursue a baccalaureate degree upon completion of an Associate Degree in Applied Technology from Drake State. For more information about the Accounting Technology Program contact Verlindsey Stewart at 256.551.3150 or verlindsey.stewart@drakestate.edu

Courses for Career Skills Certificate –

Areas I-IV are general education courses. Refer to Drake State Catalog for specific course titles and credit hours.

- Area I English/Communications
- Area III Natural Sciences/Math/Computer Science
- Area VI Core/Technical Concentration
(sample topics listed below)

- Advanced Record Keeping
- Intro to Business
- Basic & Advanced Accounting Principles
- Microcomputer Accounting
- Managerial Accounting
- Financial Record Keeping
- Individual Income Tax

Additional requirements include 1 credit hour for Orientation, 1 credit hour for Workplace Skills Preparation and a non-credit entry for Graduation.

Approximate Credit Hours Required: 29

Career Entry Certificate – Accounting Technology

Areas I-IV are general education courses. Refer to Drake State Catalog for specific course titles and credit hours.

- Area I English/Communications
- Area II Humanities/Fine Arts
- Area III Natural Sciences/Math/Computer Science
- Area VI Core/Technical Concentration
(sample topics listed below)

- Advanced Record Keeping
- Intro to Business
- Basic & Advanced Accounting Principles
- Microcomputer Accounting
- Managerial Accounting
- Individual Income Tax
- Financial Record Keeping

- Area VII Electives
 - Intro to Accounting Resources
 - Spreadsheet Applications
 - Intro to Accounting Database
 - Advanced Accounting Applications
 - Intermediate Accounting
 - Keyboarding
 - Database Applications
 - Payroll Accounting
 - Accounting Case Studies
 - Business Income Tax
 - Business Law
 - Computer Ethics
 - Commercial Software Applications
 - Office Graphics Presentation

Additional requirements include 1 credit hour for Orientation, 1 credit hour for Workplace Skills Preparation and a non-credit entry for Graduation

Approximate Credit Hours Required: 60

Associate in Applied Technology Degree – Accounting Technology

Areas I-IV are general education courses. Refer to Drake State Catalog for specific course titles and credit hours.

- Area I English/Communications
- Area II Humanities/Fine Arts
- Area III Natural Sciences/Math/Computer Science
- Area IV Social Behavior Science
- Area VI Core/Technical Concentration
(sample topics listed below)

- Advanced Record Keeping
- Intro to Business
- Basic & Advanced Accounting Principles
- Microcomputer Accounting
- Managerial Accounting
- Financial Record Keeping
- Individual Income Tax

- Area VII Electives
 - Intro to Accounting Database
 - Accounting Co-op
 - Spreadsheet Applications
 - Database Applications
 - Payroll Accounting
 - Accounting Case Studies
 - Business Income Tax
 - Intermediate Accounting
 - Keyboarding
 - Commercial Software Applications
 - Cost Accounting
 - Advanced Accounting Applications
 - Government & Not-for-Profit Accounting
 - Directed Studies
 - Office Procedures
 - Business Law
 - Computer Ethics

Additional requirements include 1 credit hour for Orientation, 1 credit hour for Workplace Skills Preparation and a non-credit entry for Graduation

Approximate Credit Hours Required: 75

This brochure serves as basic information for those interested in the programs outlined within. For an all-inclusive list of classes and required course numbers, the J.F. Drake State Student Catalog provides the “official” requirements for graduation as outlined by the Alabama Department of Postsecondary Education. A catalog is available from the Admissions Office or online @ www.drakestate.edu.