Career-Technical Education Advanced Technical Certificate Degree Plan
ACCOUNTING TECH. PROGRAM CHECK SHEET | ACT2 Major | CIP Code: 52.0302

Accounting Technology is a program of study that prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20___	SPRING 20___	FALL 20___
FIRST SEMESTER FRESHMAN					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1433 Business Accounting **OR** ACC 2213 Principles of Accounting I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
SECOND SEMESTER FRESHMAN					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2183 Career Readiness **OR** LLS 1723 Employment Readiness	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
FIRST SEMESTER SOPHOMORE					
BOT 1443 Advanced Business Accounting	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2463 Payroll Accounting	3 hrs.				
BOT 2473 Cost Accounting **OR** BOT 2423 Income Tax Accounting	3 hrs.				
*Recommended Elective	3 hrs.				
RECOMMENDED ELECTIVES:					
BOT 1243 Microsoft Word II					
BOT 2233 Human Resources Management					
BOT 2333 Microsoft Access					
BOT 2613 Entrepreneurial Problem Solving					
WBL 2923 Work-Based Learning					
TOTAL HOURS:	*45 HRS.*				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 45				
	Advisor Initials				
	Date				