

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – ACCOUNTING TECHNOLOGY**

The Accounting Technology program of study 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 Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10th grade level or higher on the TABE.

Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1013 Introduction to Keyboarding and/or BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
BOT 1013 Intro to Keyboarding (3 hrs)					
BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
SECOND SEMESTER FRESHMAN					
BOT 1443 Advanced Business Accounting (3 hrs)					
BOT 2813 Business Communications (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 2323 Database Management (3 hrs)					
FIRST SEMESTER SOPHOMORE					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 1813 Electronic Spreadsheet (3 hrs)					
ACC 1213 Accounting Principles I (3 hrs)					
ENG 1113 English Composition (3 hrs)					
Math/Science Elective (3 hrs)					
SECOND SEMESTER SOPHOMORE					
BOT 1213 Professional Development (3 hrs)					
BOT 2833 Integrated Computer Apps (3 hrs)					
BOT 2133 Desktop Publishing (3 hrs)					
BOT 2913 Supervised Work (3 hrs)					
ACC 1223 Accounting Principles II (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Total Hours: 69					
Advisor Initials:					
Date:					

Instructors: Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson
Associate Degree Program