

## ACCOUNTING TECHNOLOGY TECHNICAL CERTIFICATE

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 10<sup>th</sup> grade level or higher on the TABE, Form 9 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	SPRING	FALL	SPRING
<b>FIRST SEMESTER FRESHMAN</b>						
BOT 1013 Introduction to Keyboarding	3 hrs.					
BOT 1233 Microsoft Word I	3 hrs.					
BOT 2183 Career Readiness	3 hrs.					
BOT 1433 Business Accounting <i>or</i> ACC 2213 Principles of Accounting I	3 hrs.					
BOT 1713 Mechanics of Communication	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
BOT 1313 Applied Business Math	3 hrs.					
BOT 1443 Advanced Business Accounting	3 hrs.					
BOT 1493 Social Media Management	3 hrs.					
BOT 1823 Microsoft Excel I	3 hrs.					
BOT 2433 QuickBooks	3 hrs.					
BOT 2813 Business Communications	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
BOT 1853 Microsoft Excel II	3 hrs.					
BOT 2333 Microsoft Access	3 hrs.					
BOT 2463 Payroll Accounting	3 hrs.					
BOT 2473 Cost Accounting	3 hrs.					
<b>Total Hours: 45</b>						
<b>Advisor Initials:</b>						
<b>Date:</b>						