

## 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 9<sup>th</sup> 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 | 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><br>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>  |        |            |      |        |      |        |