# 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$^{th}$ 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 |
|---|---|---|---|---|---|---|
| **FIRST SEMESTER FRESHMAN** | | | | | | |
| BOT 1013 Introduction to Keyboarding | 3 hrs. | | | | | |
| BOT 1233 Microsoft Word I | 3 hrs. | | | | | |
| BOT 2183 Career Readiness *or* LLS 1723 Employment Readiness | 3 hrs. | | | | | |
| BOT 1433 Business Accounting *or* ACC 2213 Principles of Accounting I | 3 hrs. | | | | | |
| BOT 1713 Mechanics of Communication *or* ENG 1123 Comp II | 3 hrs. | | | | | |
| | | | | | | |
| **SECOND SEMESTER FRESHMAN** | | | | | | |
| 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. | | | | | |
| | | | | | | |
| **FIRST SEMESTER SOPHOMORE** | | | | | | |
| BOT 1853 Microsoft Excel II | 3 hrs. | | | | | |
| BOT 2333 Microsoft Access | 3 hrs. | | | | | |
| BOT 2463 Payroll Accounting | 3 hrs. | | | | | |
| BOT 2473 Cost Accounting *or* BOT 2423 Income Tax Accounting | 3 hrs. | | | | | |
| | | | | | | |
| **Total Hours: 45** | | | | | | |
| **Advisor Initials:** | | | | | | |
| **Date:** | | | | | | |