

# Career-Technical Education Associate of Applied Science Degree Plan

## ACCOUNTING TECH. PROGRAM CHECK SHEET | ACCT 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 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 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1433 Business Accting. <b>OR</b> ACC 2213 Prin. of Accting.	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
BOT 2183 Career Read. <b>OR</b> LLS 1723 Employment Read.	3 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
BOT 1443 Advanced Business Accounting	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2463 Payroll Accounting	3 hrs.				
BOT 2473 Cost Accting. <b>OR</b> BOT 2423 Income Tax Accting.	3 hrs.				
* Recommended Elective	3 hrs.				
<b>SECOND SEMESTER SOPHOMORE</b>					
ENG 1113 English Composition I	3 hrs.				
Math/Natural Science Elective	3 hrs.				
SPT/COM 1113 Public Speaking	3 hrs.				
Humanities/Fine Arts Elective	3 hrs.				
Social/Behavioral Science Elective	3 hrs.				
<b>RECOMMENDED ELECTIVES:</b>					
BOT 1243 Microsoft Word II					
BOT 2233 Human Resources Management					
BOT 2333 Microsoft Access					
BOT 2613 Entrepreneurial Problem Solving					
BOT 2923 BOT Externship and Seminar					
<b>TOTAL HOURS:</b>	<b>60 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 60				
	<b>Advisor Initials</b>				
	<b>Date</b>				