

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 pursue a BAS degree at 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 9th 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__ |
|---|---------------------------|----------------|--------------|----------------|--------------|----------------|
| FIRST SEMESTER FRESHMAN | | | | | | |
| 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. OR ACC 2213 Prin. of Accting. | 3 hrs. | | | | | |
| BOT 1763 Communication Essentials | 3 hrs. | | | | | |
| SECOND SEMESTER FRESHMAN | | | | | | |
| 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. OR LLS 1723 Employment Read. | 3 hrs. | | | | | |
| FIRST SEMESTER SOPHOMORE | | | | | | |
| BOT 1443 Advanced Business Accounting | 3 hrs. | | | | | |
| BOT 1853 Microsoft Excel II | 3 hrs. | | | | | |
| BOT 2463 Payroll Accounting | 3 hrs. | | | | | |
| BOT 2473 Cost Accting. OR BOT 2423 Income Tax Accting. | 3 hrs. | | | | | |
| * Recommended Elective | 3 hrs. | | | | | |
| SECOND SEMESTER SOPHOMORE | | | | | | |
| ENG 1113 English Composition I | 3 hrs. | | | | | |
| Math/Natural Science Elective (MAT 1313, BIO, CHE or PHY) | 3 hrs. | | | | | |
| SPT/COM 1113 Public Speaking | 3 hrs. | | | | | |
| Humanities/Fine Arts Elective (HIS, ENG Literature, ART 1113, or MUS 1113) | 3 hrs. | | | | | |
| Social/Behavioral Science Elective (SOC 2113 or PSY 1513) | 3 hrs. | | | | | |
| RECOMMENDED ELECTIVES: | | | | | | |
| BOT 1243 Microsoft Word II | | | | | | |
| BOT 2233 Human Resources Management | | | | | | |
| BOT 2333 Microsoft Access | | | | | | |
| BOT 2613 Entrepreneurial Problem Solving | | | | | | |
| WBL 2923 Work-Based Learning | | | | | | |
| TOTAL HOURS: | 60 HRS. | | | | | |
| NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING. | Total Hours 60 | | | | | |
| | Advisor Initials | | | | | |
| | Date | | | | | |