

# 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 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.

Rev. 2026

| REQUIRED COURSES:   | Prev. Taken             | FALL 20__ | SPRING 20__ | FALL 20__ | SPRING 20__ |
|---|-------------------------|-----------|-------------|-----------|-------------|
| <b>FIRST SEMESTER FRESHMAN</b>  |                         |           |             |           |             |
| BOT 1013 Intro to Keyboarding <b>OR</b> BOA 1413 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 Comp. I <b>OR</b> ENG 1033 Technical English                             | 3 hrs.                  |           |             |           |             |
| Math/Natural Science Elective (MAT, 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.                  |           |             |           |             |
| <b>RECOMMENDED ELECTIVES:</b>   |                         |           |             |           |             |
| BOT 1243 Microsoft Word II  |                         |           |             |           |             |
| BOT 2233 Human Resources Management   |                         |           |             |           |             |
| BOT 2333 Microsoft Access   |                         |           |             |           |             |
| BOT 2613 Entrepreneurial Problem Solving  |                         |           |             |           |             |
| WBL 2923 Work-Based Learning  |                         |           |             |           |             |
| <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 60</b>   |           |             |           |             |
|   | <b>Advisor Initials</b> |           |             |           |             |
|   | <b>Date</b>             |           |             |           |             |