

# Career-Technical Education Advanced Technical Certificate Degree Plan

## ACCOUNTING TECH. PROGRAM CHECK SHEET | ACT2 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

| <b>REQUIRED COURSES:</b>  |                         | <b>Prev.<br/>Taken</b> | <b>FALL<br/>20__</b> | <b>SPRING<br/>20__</b> | <b>FALL<br/>20__</b> |
|---|-------------------------|------------------------|----------------------|------------------------|----------------------|
| <b>FIRST SEMESTER FRESHMAN</b>  |                         |                        |                      |                        |                      |
| BOT 1013 Introduction to Keyboarding <b>OR</b><br>BOA 1413 Keyboarding                    | 3 hrs.                  |                        |                      |                        |                      |
| BOT 1233 Microsoft Word I   | 3 hrs.                  |                        |                      |                        |                      |
| BOT 1433 Business Accounting <b>OR</b><br>ACC 2213 Principles of Accounting I             | 3 hrs.                  |                        |                      |                        |                      |
| BOT 1313 Applied Business Math  | 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 2183 Career Readiness <b>OR</b><br>LLS 1723 Employment Readiness                      | 3 hrs.                  |                        |                      |                        |                      |
| BOT 2433 QuickBooks   | 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 Accounting <b>OR</b><br>BOT 2423 Income Tax Accounting                      | 3 hrs.                  |                        |                      |                        |                      |
| *Recommended 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  |                         |                        |                      |                        |                      |
| WBL 2923 Work-Based Learning  |                         |                        |                      |                        |                      |
| <b>TOTAL HOURS:</b>   |                         | <b>45 HRS.</b>         |                      |                        |                      |
| <b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b> | <b>Total Hours</b>      |                        |                      |                        |                      |
|   | <b>45</b>               |                        |                      |                        |                      |
|   | <b>Advisor Initials</b> |                        |                      |                        |                      |
|   | <b>Date</b>             |                        |                      |                        |                      |