

ACCOUNTING TECHNOLOGY

(Leading to B. S.)

Advisors: B. Deshazer, M. Maddox-Dixon

Major Code: 223

The Accounting Technology curriculum is a two-year program designed to prepare individuals for employment opportunities in the accounting field. A student who has satisfactorily completed this program will receive the Associate of Applied Science degree.

Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BOT 1433	Business Accounting 3	BOT 1443	Advanced Business Account. 3
BOT 1843	Keyboarding Concepts 3	BOT 1143	Word Processing 3
BOT 1713	Mechanics of Communication 3	BOT 2813	Bus. Communications 3
BOT 1313	Applied Business Math 3	BOT 1123	Keyboard Skillbuilding 3
BOT 2143	Operating Systems 3	BOT 1813	Electronic Spreadsheet 3
	Comp. Applications Elective 3		Accounting Elective*** <u>3</u>
EDU 1311	Orientation <u>1</u>		18
	19		

Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BOT 1213	Professional Development 3	BOT 2833	Integrated Comp. Application 3
BOT 2413	Computerized Accounting 3		Accounting Elective*** 3
	Accounting Elective*** 3	BOT 2133	Desktop Publishing 3
ENG 1113	English Composition I 3		Humanities/Fine Arts Elect. 3
	Math/Natural Science Elective 3		Soc/Behav. Science Elect.*** <u>2</u>
SPT 1113	Oral Communication <u>3</u>		15
	18		

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

**Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***The accounting electives will be chosen from BOT 2423 Income Tax Accounting, BOT 2463 Payroll Accounting, BOT 2913 Supervised Work Experience, ACC 1213 Principles of Accounting I, ACC 1223 Principles of Accounting II, or BOT 2473 Cost Accounting.

******Principles of Economics (ECO 2113) is strongly recommended for this elective.**