

ACCOUNTING TECHNOLOGY

POPLARVILLE CAMPUS

The Accounting Technology program prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory. Upon successful completion, graduates should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

Accounting Technology provides specialized training in:

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|------------------------------|--------------------|
| Business accounting | Tax accounting |
| Computerized accounting | Payroll accounting |
| Advanced business accounting | |

The Associate in Applied Science degree is earned upon successful completion of the Accounting Technology curriculum.

FRESHMAN YEAR

<u>FIRST SEMESTER</u>	HOURS	<u>SECOND SEMESTER</u>	HOURS
BOT 1433 Business Accounting	3	BOT 1443 Advanced Business Accounting	3
BOT 1133 Microcomputer Applications	3	BOT 1143 Word Processing	3
BOT 1113 Document Formatting	3	BOT 1123 Keyboard Skillbuilding	3
BOT 1313 Applied Business Mathematics	3	ENG 1113 English Composition I	3
BOT 1713 Mechanics of Communication	3	BOT 1813 Electronic Spreadsheet	3
BOT 1213 Professional Development	3	BOT 2813 Business Communications	3

SOPHOMORE YEAR

<u>FIRST SEMESTER</u>	HOURS	<u>SECOND SEMESTER</u>	HOURS
BOT 2413 Computerized Accounting	3	BOT 2423 Income Tax Accounting	3
_____ Mathematics/Science Elective	3	BOT 2833 Integrated Computer Applications	3
SPT 1113 Oral Communication	3	BOT 2133 Desktop Publishing	3
BOT 2463 Payroll Accounting	3	PSY 1513 General Psychology	3
BOT 2323 Database Management	3	_____ Humanities/Fine Arts Elective	3

TOTAL CREDIT HOURS: 66

ACADEMIC ELECTIVES:

Mathematics or Science:(MAT 1313 or higher OR any BIO, CHE, or PHY course)
 Humanities (Any HIS, MFL, or PHI course OR ENG 2223, 2233, 2323, 2333, 2423, 2433)
OR
 Fine Arts (ART 1113, MUS 1113, SPT 2233)

COURSE DESCRIPTIONS [\(link to Business Tech Course Descriptions file\)](#)

BUSINESS AND OFFICE TECHNOLOGY HOMEPAGE [\(Hyperlink\)](#)