

Accounting Technology - Accounting Skills Certificate

Datatel Program Code	ACCAC.CER
COTC Major Number	001021
CIP Code	52.0301

In Autumn 2012, Central Ohio Technical College will convert from the Quarter system (4 quarters per academic year) to the Semester system (2 Semesters and 1 Summer Session per academic year). Students entering COTC in Summer 2011, Autumn 2011, Winter 2012, Spring 2012, or Summer 2012 will begin their program in Quarters.

COTC makes the following three guarantees to all students who will transition from the quarter system into the semester system:

- 1) No loss of academic progress;
- 2) No delay in time to degree completion/graduation; and
- 3) No increase in total tuition and fees expended for the degree system to the program.

If transitioning from the Quarter to the Semester system, please visit the COTC "Think Semesters" web page

<http://www.cotc.edu/ThinkSemesters/Pages/default.aspx>
regularly for updates and for important additional information.

Students should meet with their Academic Advisor to map out individual paths to their degree.

Students entering the Accounting Technology program should be proficient in keyboarding and micronumeric skills.

A grade of C (2.00) or better is required for all Accounting Technology courses listed as prerequisites for advanced courses.

KEY:

* Indicates this course has a prerequisite; please see the Course Description Section on the COTC Web Page

** Indicates there will be no equivalent for this course in the Semester system; please see Academic Advisor

NT - Indicates this course fulfills a Non-Technical Course Requirement in this Plan of Study

T - Indicates this course fulfills a Technical Course Requirement in this Plan of Study

YEAR 1 2011-2012 (Quarter System)

Course Name	Course Title	Course Credit Hours	Tech, Non-tech or Elective	Quarter(s) Course Offered	Equivalent Semester Course	Equivalent Semester Cr Hrs
QUARTER 1						
ACC-2113	Principles of Accounting I - Financial	5.00	T	AU	Part of ACCT-111	3.00
BMS-2037	Spreadsheet Applications I	3.00	NT	AU	Part of BUS-155	3.00
CMP-1601	Principles of Computing	1.00	NT	SM,AU,WI,SP	NONE**	----
*MTH-1204	Business Mathematics	5.00	NT	SM,AU,WI,SP	NONE**	----
	Total Credit Hours	14.00				
QUARTER 2						
*ACC-2114	Financial Accounting	5.00	T	WI	Part of ACCT-111	3.00
*ACC-2136	General Ledger Software	3.00	T	WI	Part of ACCT-127	3.00
*COM-1535	Composition I	4.00	NT	SM,AU,WI,SP	ENGL-110	3.00
	Total Credit Hours	12.00				
QUARTER 3						
*ACC-2120	Managerial Accounting	5.00	T	SP	ACCT-122	3.00
*ACC-2132	Principles of Finance	3.00	T	SP	ACCT-123	3.00
BMS-2067	Database Applications I	3.00	NT	SP	NONE**	----
	Total Credit Hours	11.00				

The College Reserves the Right to Change Curricula Without Notice.

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