

COTC Certificate In

Accounting Technology -- Accounting Skills Certificate

Name:	
Social Security Number:	
Advisor:	
Datatel Department Code	ACCAC
COTC Major Number	001021
OBR Subjectcode	520302

1. Courses listed on this Plan of Study may have prerequisites; please see the Course Description Section on the COTC Web Page (COTC Current Students Tab).
2. Courses highlighted on this Plan of Study are offered only once a year in the Quarter indicated; courses not highlighted on this Plan of Study may or may not be offered more than once per year.
3. Students entering the Accounting Technology program should be proficient in keyboarding and micronumeric skills.
4. A grade of "C" (2.00) or better is required for all Accounting Technology courses listed as prerequisites for advanced Accounting courses.

Quarter 1 -- Autumn			Quarter 2 -- Winter			Quarter 3 -- Spring		
ACC-2113	Principles of Accounting - Financial	5.00	ACC-2114	Financial Accounting	5.00	ACC-2120	Managerial Accounting	5.00
BMS-2037	Spreadsheet Applications I	3.00	ACC-2136	General Ledger Software	3.00	ACC-2132	Principles of Finance	3.00
CMP-1601	Principles of Computing	1.00	COM-1535	Composition I	4.00	BMS-2067	Database Applications I	3.00
MTH-1204	Business Mathematics	5.00						
	Total	14.00		Total	12.00		Total	11.00

TOTAL CREDIT HOURS REQUIRED FOR CERTIFICATE: 37.00

Non-Technical Electives
No Non-Technical Electives Required

Technical Electives
No Technical Electives Required