

## Accounting Technology AOT Degree

Available: Shoals Campus  
 Advisors: P. Hogan (5232) [hogan@nwscc.edu](mailto:hogan@nwscc.edu)  
 D. South (5211) [dsouth@nwscc.edu](mailto:dsouth@nwscc.edu)  
 E. Carter (5277) [cartere@nwscc.edu](mailto:cartere@nwscc.edu)

Students desiring to receive the AOT Award must complete all major certificate courses, one minor certificate course of study, and the required credit hours of general education courses in Areas I, II, III, and IV. Upon completion of all the courses listed, students are eligible to receive the Associate in Occupational Technology Degree. Students desiring to take general education courses for transfer to another institution should consult an advisor for proper general education course selection.

### Core Degree Requirements for the Associate in Occupational Technology Degree

Entering students are required to complete ORI 101.  
 Transfer students are exempt from this requirement.

	Semester Hours
Area I: Written Composition .....	6
ENG 101 English Composition I .....	3
ENG 130 Technical Report Writing or ENG 102 English Composition II .....	3
Area II: Humanities and Fine Arts .....	3
Area III: Natural Science and Mathematics .....	9
MTH 100 Intermediate College Algebra or MTH 246 Mathematics of Finance .....	3
CIS 146 Microcomputer Applications .....	3
Math or Science Electives .....	3
Area IV: History, Social and Behavioral Sciences .....	3
ECO 231 Principles of Macroeconomics (preferred)	3

**Minimum General Requirements ..... 21**

Major Requirements	Semester Hours
ACT 104 Introduction to Business .....	3
ACT 114 Introduction to Accounting Database Resources ...	3
ACT 115 Introduction to Accounting Computer Resources ..	3
ACT 141 Basic Accounting Principles .....	3
ACT 142 Advanced Accounting Principles .....	3
ACT 246 Microcomputer Accounting .....	3
ACT 247 Advanced Accounting Applications on the Microcomputer .....	3
ACT 249 Payroll Accounting .....	3
ACT 253 Income Tax .....	3
ACT 256 Cost Accounting .....	3
ACT 262 Directed Studies .....	3
<b>Total Major Requirements .....</b>	<b>33</b>

### Minor Requirements

<i>Business Management and Supervision</i> .....	<b>309999 COB</b>
BUS 248 Managerial Accounting .....	3
BUS 275 Principles of Management .....	3
BUS 285 Principles of Marketing .....	3
BUS 279 Small Business Management .....	3
<b>Total Minor Requirements .....</b>	<b>12</b>

### Minor Requirements

<i>Office Administration</i> .....	<b>309999 AOD</b>
OAD 101 Keyboarding .....	3
OAD 125 Word Processing .....	3
OAD 130 Electronic Calculations .....	3
OAD 138 Records/Information Management .....	3
<b>Total Minor Requirements .....</b>	<b>12</b>

**General Requirements ..... 21**  
**Total Requirements for AOT Degree ..... 66**

## Accounting Technology Career Certificate

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Accounting Technology is designed to meet the need for personnel in a broad range of accounting fields, including accounting systems, recordkeeping, financial statements, payroll accounting, and other areas.

The certificate is designed for the student who does not intend to transfer to a four-year institution but intends to seek immediate employment. This certificate is appropriate for students who are employed and wish to gain a better understanding of accounting.

Entering students are required to complete ORI 101.  
 Transfer students are exempt from this requirement.

General Education Requirements	Semester Hours
**ENG 101 English Composition I .....	3
MTH 116 Mathematical Applications .....	3
OAD 125 Word Processing .....	3
OAD 133 or BUS 215 Business Communications .....	3
<b>Total General Education Requirement .....</b>	<b>12</b>

### Major Requirements

ACT 104 Introduction to Business .....	3
ACT 115 Introduction to Accounting Computer Resources ...	3
ACT 141 Basic Accounting Principles .....	3
ACT 142 Advanced Accounting Principles .....	3
ACT 246 Microcomputer Accounting .....	3
ACT 253 Income Tax .....	3
ACT 247 Advanced Accounting Applications on the Microcomputer .....	3
ACT 249 Payroll Accounting .....	3
ACT 256 Cost Accounting or BUS 248 Managerial Accounting .....	3
ACT 262 Directed Studies .....	3
<b>Total Major Requirements .....</b>	<b>30</b>

**Total Semester Credit Hours ..... 42**

\*\*Keyboarding skills are essential for the successful completion of English 101.