

PROGRAM AND AWARD PLANNING FORM

Program: Accounting Technology
Award: Associate in Occupational Technology Degree
Catalog: 2019-2020

STUDENT NAME _____ **STUDENT NUMBER** _____

Semester/Year	Grade	General Education and Core Requirements	HRS
_____	_____	**Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.	
_____	_____	Area I: Written Composition	6
_____	_____	ENG 101 English Composition I*	3
_____	_____	ENG 102 English Composition II OR ENG 130 Technical Report Writing	3
_____	_____	Area II: Humanities and Fine Arts	3
_____	_____	Humanities and Fine Arts Elective _____	3
_____	_____	Choose one course from among: ENG 251, ENG 252, ENG 261, ENG 262, ENG 271, ENG 272, ART 100, MUS 101, PHL 106, PHL 206, REL 100, REL 151, REL 252	
_____	_____	Area III: Natural Sciences and Mathematics	7
_____	_____	MTH 116 Mathematical Applications	
_____	_____	Choose one course from a Natural Science:	4
_____	_____	Biological Science, Chemistry, Environmental Science, Physics, or Physical Science	
_____	_____	Area IV: History, Social and Behavioral Science	3
_____	_____	Choose one course from among:	
_____	_____	HIS 101, HIS 102, HIS 201, HIS 202, ECO 231, ECO 232, GEO 100, POL 211, PSY 200, SOC 200 (ECO 231 or ECO 232 preferred)	3
_____	_____	Minimum General Requirements	19
_____	_____	Area V: Technical Concentration and Electives	39
_____	_____	ACT 104 Introduction to Business	3
_____	_____	+ACT 114 Introduction to Accounting Database Resources	3
_____	_____	ACT 195 Accounting CO-OP	3
_____	_____	***ACT 246 Microcomputer Accounting OR	
_____	_____	OAD 137 Computerized Financial Record Keeping	3
_____	_____	+ACT 247 Advanced Accounting Applications on The Microcomputer	3
_____	_____	+ACT 249 Payroll Accounting	3

_____	_____	+ACT 253 Income Tax	3
_____	_____	+ACT 256 Cost Accounting OR	
		BUS 248 Managerial Accounting	3
_____	_____	BUS 241 Principles of Accounting I	3
_____	_____	BUS 242 Principles of Accounting II	3
_____	_____	CIS 146 Microcomputer Applications	3
		Choose two from among:	6
		ACT 115 Introduction to Accounting Computer Resources	
		ACT 254 Business Income Tax	
		ACT 257 Governmental & Not-for-Profit Accounting	
		CIS 147 Advanced Microcomputer Applications	
_____	_____	_____	3
_____	_____	_____	3
		Total Major Requirements	39
		Minor Requirements	
		Business Management and Supervision (ACB)	12
_____	_____	BUS 275 Principles of Management	3
_____	_____	BUS 215 Business Communications	3
		BUS Electives.....	6
_____	_____	BUS _____	3
_____	_____	BUS _____	3
		Minor Requirements	
		Office Administration (AOD)	12
_____	_____	OAD 101 Keyboarding	3
_____	_____	OAD 130 Electronic Calculations	3
_____	_____	OAD 133 Business Communications	3
_____	_____	OAD 138 Records/Information Management	3
		General Education Core	18
		Technical Concentration and Electives	39
		Minor Requirements	12
		Total Requirements for AOT Degree	70

Student's Signature

Date

Advisor Signature

Date

*Keyboarding skills are essential for the successful completion of ENG 101

*** Fall Only

+ Spring Only