

PROGRAM AND AWARD PLANNING FORM

Program: Accounting Technology
Award: Associate in Occupational Technology Degree
Catalog: 2016-2017

STUDENT NAME _____ **STUDENT NUMBER** _____

Semester/Year	Grade	General Education and Core Requirements	HRS
_____	_____	ORI 107 Student Success	1
_____	_____	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
_____	_____	Humanities and Fine Arts Elective _____	3
_____	_____	Area III: Natural Sciences and Mathematics	9-10
_____	_____	MTH 116 Mathematical Applications OR MTH 246 Mathematics of Finance OR MTH 100 Intermediate College Algebra OR Higher	3
_____	_____	CIS 146 Microcomputer Applications	3
_____	_____	Math or Science Elective	3-4
_____	_____	Area IV: History, Social and Behavioral Science	3
_____	_____	ECO 231 Principles of Macroeconomics (preferred)	3
_____	_____	Minimum General Requirements	22-23
_____	_____	Area V: Major Requirements	33
_____	_____	ACT 104 Introduction to Business	3
_____	_____	ACT 114 Introduction to Accounting Database Resources	3
_____	_____	BUS 241 Principles of Accounting I	3
_____	_____	BUS 242 Principles of Accounting II	3
_____	_____	ACT 246 Microcomputer Accounting OR OAD 137 Computerized Financial Record Keeping	3
_____	_____	ACT 249 Payroll Accounting	3
_____	_____	ACT 253 Income Tax	3
_____	_____	ACT 256 Cost Accounting OR BUS 248 Managerial Accounting	3
_____	_____	ACT 262 Directed Studies	3
_____	_____	ACT ELECTIVES (Choose two classes):	6
_____	_____	ACT 115 Introduction to Accounting Computer Resources	
_____	_____	ACT 247 Advanced Acct. Applications on the Microcomputer	
_____	_____	CIS 147 Advanced Microcomputer Applications	
_____	_____	OAD 135 Financial Record Keeping	
_____	_____	ACT 254 Business Income Tax	
_____	_____	ACT 257 Governmental and Not-for-Profit Accounting	
_____	_____	Total Major Requirements	33

_____	_____	Minor Requirements	
_____	_____	Business Management and Supervision (ACB)	12
		BUS 275 Principles of Management	3
		BUS Electives _____	9

_____	_____	Minor Requirements	
_____	_____	Office Administration (AOD)	12
_____	_____	OAD 101 Keyboarding	3
_____	_____	OAD 125 Word Processing	3
_____	_____	OAD 130 Electronic Calculations	3
_____	_____	OAD 138 Records/Information Management	3

_____	General Requirements	22-23
_____	Total Requirements for AOT Degree	67-68

Student's Signature

Date

Advisor Signature

Date