

## Program Curriculum

<i>First Semester Freshman</i>	<i>Semester Hours</i>
BOT 1273 Introduction to Microsoft Office	3
BOT 1313 Applied Business Math	3
BOT 1433 Business Accounting	3
BOT 1763 Communication Essentials	3
LLS 1311 Orientation	1
Humanities/Fine Arts Elective	3
<b>Total Hours</b>	<b>16</b>

<i>Second Semester</i>	<i>Semester Hours</i>
BOT 1443 Advanced Business Accounting	3
BOT 1493 Social Media Management	3
BOT 2233 Human Resource Management	3
BOT 2433 QuickBooks	3
BOT 2623 Principles of Business Finance	3
Mathematics/Science Elective	3
<b>Total Hours</b>	<b>18</b>

<i>Third Semester Sophomore</i>	<i>Semester Hours</i>
BOT 1233 Microsoft Word I	3
BOT 1823 Microsoft Excel I	3
BOT 2333 Microsoft Access	3
BOT 2463 Payroll Accounting	3
ENG 1113 English Composition I	3
<b>Total Hours</b>	<b>15</b>

<i>Fourth Semester</i>	<i>Semester Hours</i>
BOT 1243 Microsoft Word II	3
BOT 1853 Microsoft Excel II	3
BOT 2183 Career Readiness	3
SPT 1113 Public Speaking I	3
Social/Behavioral Science Elective	3
<b>Total Hours</b>	<b>15</b>

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Career Technical Education  
Business Technology

## Accounting Technology

### Program Description

The Accounting Technology Program is a two-year technical program designed to prepare potential students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance.

Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

An Associate of Applied Science degree can be obtained after successful completion of two years.

### Admission Requirements

Priority given to applicants with ACT composite of 16 or equivalent Next-Generation Accuplacer score.

### Job Opportunities

Tax Preparers; Bookkeeping, Accounting Assistant, and auditing clerks; Payroll and timekeeping Clerks; Brokerage Clerks; Statistical Assistants; Accounts Receivable/Payable, Junior/Payroll Accountant.

### Contact Information

Leigh Anne Gibson, Advisor  
601-276-3730

Career Technical Counselor  
601-276-3722

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