Accounting Technology

Associate in Occupational Technology (AOT)

Available: Shoals Campus
Advisors: J. James (5346/6234) jamesje@nwscc.edu

The Accounting Technology Degree is to designed to meet the personnel needs in a broad range of accounting fields, including accounting systems, bookkeeping, payroll accounting and other areas of accounting and business. Students will complete all of the accounting courses available and will also have courses in other related business areas. Minors are available in Business management and supervision and business office management.

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.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

Program: Accounting Technology

Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required:
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy Placement Testing requirements.

Area I: Written Composition

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

Item #	Title	Credits
ENG 101	English Composition I	3
	ENG 102	3

Area II: Humanities and Fine Arts

Item #	Title	Credits
	ACT Area II Elective	3

Area III: Natural Sciences and Mathematics

Item #	Title	Credits
	MTH 116 or higher	3
	Natural Science Elective	4

Area IV: History, Social and Behavioral Sciences

For the elective, ECO 231 or 232 is preferred.

Item #	Title	Credits
	ACT Area IV Elective	3

Area V: Technical Concentration and Electives

Item #	Title	Credits
ACT 104	Introduction to Business	3
ACT 114	Introduction to Accounting Database Resources	3
ACT 195	Accounting Co-Op	3
ACT 246 or OAD 137	Microcomputer Accounting	3
ACT 247	Advanced Accounting Applications on the Microcomputer	3
ACT 249	Payroll Accounting	3
ACT 253	Individual Income Tax	3
ACT 256	Cost Accounting	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
CIS 146	Microcomputer Applications	3
	ACT AOT Elective	6

Minor Requirements: Business Management and Supervision

Item #	Title	Credits
BUS 275	Principles of Management	3
BUS 215	Business Communication	3
	BUS Elective (3 credits)	9
	BUS Elective (3 credits)	9

Minor Requirements: Office Administration

Item #	Title	Credits
OAD 101	Beginning Keyboarding	3
OAD 130	Electronic Calculations	3
OAD 133	Business Communications	3
OAD 138	Records/Information Management	3
	Minimum Credit Hours for Graduation:	**70**