

**PLAN OF STUDY FOR THE COTC CERTIFICATE PROGRAM IN
ACCOUNTING TECHNOLOGY -**

Datatel Program Code	ACCAC.CER
COTC Major Number	001021
CIP Code	52.0301

Accounting Skills Certificate

Upon the successful completion of the 21.00 credit hours listed below, the student will be awarded the COTC Certificate in Accounting Skills Certificate. The student who completes this certificate will be eligible for entry level positions in the Accounting industry.

Students entering the Accounting Technology program should be proficient in keyboarding and micronumeric skills.

A grade of C (2.00) or better is required for all Accounting Technology courses listed as prerequisites for advanced courses.

KEY: * Indicates this course has a prerequisite; please see the Course Description Section on the COTC Web Page
 NT - Indicates this course fulfills a Non-Technical Course Requirement on this Plan of Study
 NT Elec - Indicates Elective Choice in the Non-Technical course requirement category
 T - Indicates this course fulfills a Technical Course Requirement on this Plan of Study
 T Elec - Indicates Elective Choice in the Technical course requirement category

TAG, C-TAG, OTM - Designation in this column indicates this course has been approved by the Ohio Board of Regents as a Transfer Assurance Guide (TAG), Career Technical Assurance Guide (C-TAG), or Ohio Transfer Module (OTM) course. Please follow this link on the COTC web site for more information: <http://www.cotc.edu/current-students/tags-transfer-module/Pages/index.aspx>

Course Name	Course Title	Course Credit Hours	Weekly Contact Hours	Tech, Non-Tech or Elective	Semester(s) Course Offered	SEM Course Approved As A TAG, C-TAG or OTM	Equivalent Quarter Course	Equivalent Quarter Cr Hrs
SEMESTER 1								
ACCT-111	Financial Accounting	3.00	4.00	T	AU	TAG	ACC-2113 & ACC-2114	5.00 & 5.00
* ENGL-112	Composition I	3.00	4.00	NT	SM,AU,SP	OTM	COM-1535	4.00
BUS-155	Spreadsheet Applications	3.00	4.00	T	AU	-----	BMS-2037 & BMS-2038	3.00 & 3.00
TOTAL CREDIT & CONTACT HOURS		9.00	12.00					
SEMESTER 2								
* ACCT-122	Introductory Managerial Accounting	3.00	3.00	T	SP	-----	ACC-2120	5.00
* ACCT-123	Principles of Finance	3.00	4.00	T	SP	-----	ACC-2132	3.00
* ACCT-127	Computerized Accounting	3.00	5.00	T	SP	-----	ACC-2116 & ACC-2136	2.00 & 3.00
* ACCT-244	Individual Taxation	3.00	3.00	T	SP	-----	ACC-2126	4.00
TOTAL CREDIT & CONTACT HOURS		12.00	15.00					

Total Semester Credit Hours Required for Completion of Degree	21.00
<i>Non-Technical Required Semester Credit Hours</i>	3.00
<i>Technical Required Semester Credit Hours</i>	18.00

The College Reserves the Right to Change Curricula Without Notice.