Central Ohio Technical College
2012-2013 Academic Year
COTC CERTIFICATE PROGRAM IN
ACCOUNTING TECHNOLOGY -

Accounting Skills Certificate

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

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

KEY:	A grade of C (2.00) or better is required for all Accounting Technology courses listed as prerequisites for advanced courses.
	* 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-110	Composition I	3.00	3.00	NT	SM,AU,SP	OTM	COM-1535	4.00
BUS-125	PC Applications in Business	3.00	4.00	T	SM,AU,SP	-----	BMT-2464	4.00
BUS-155	Spreadsheet Applications	3.00	4.00	T	AU	-----	BMS-2037 & BMS-2038	3.00 & 3.00
	TOTAL CREDIT & CONTACT HOURS	**12.00**	**15.00**					
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	**24.00**
Non-Technical Required Semester Credit Hours	3.00
Technical Required Semester Credit Hours	21.00

The College Reserves the Right to Change Curricula Without Notice.