

Central Ohio Technical College  
2010-2011 Academic Year

Plan of Study for the COTC Certificate in

Accounting Technology - Accounting Skills Certificate

<b>Name:</b>	
<b>COTC Student ID#:</b>	
<b>Advisor:</b>	
Datatel Department Code	ACCAC
COTC Major Number	001021
OBR Subjectcode	520302

1. Courses listed on this Plan of Study may have prerequisites; please see the Course Description Section on the COTC Web Page (COTC Current Students Tab).
2. Courses highlighted on this Plan of Study are offered only once a year in the Quarter indicated; courses not highlighted on this Plan of Study may or may not be offered more than once per year.
3. Students entering the Accounting Technology program should be proficient in keyboarding and micronumeric skills.
4. A grade of "C" (2.00) or better is required for all Accounting Technology courses listed as prerequisites for advanced Accounting courses.

**KEY:** \* Indicates this course has a prerequisite; please see the Course Description Section on the COTC Web Page.

COURSE NAME	COURSE TITLE	CR HRS	CRS TYPE	QTR OFFERED	COURSE NAME	COURSE TITLE	CR HRS	CRS TYPE	QTR OFFERED	COURSE NAME	COURSE TITLE	CR HRS	CRS TYPE	QTR OFFERED
QUARTER 1					QUARTER 2					QUARTER 3				
ACC-2113	Principles of Accounting - Financial	5.00	Tech	AU	ACC-2114	Financial Accounting	5.00	Tech	WI	ACC-2120	Managerial Accounting	5.00	Tech	SP
BMS-2037	Spreadsheet Applications I	3.00	Non-Tech	AU	ACC-2136	General Ledger Software	3.00	Tech	WI	ACC-2132	Principles of Finance	3.00	Tech	SP
CMP-1601	Principles of Computing	1.00	Non-Tech	SM,AU,WI,SP	COM-1535	Composition I	4.00	Non-Tech	SM,AU,WI,SP	BMS-2067	Database Applications I	3.00	Non-Tech	SP
MTH-1204	Business Mathematics	5.00	Non-Tech	SM,AU,WI,SP										
	<b>Total</b>	14.00				<b>Total</b>	12.00				<b>Total</b>	11.00		

Non-Technical Electives -- No Credit Hours Required

Technical Electives -- No Credit Hours Required

The College Reserves the Right to Change Curricula Without Notice  
June, 2010  
Office of the Vice President for Academic Affairs

<b>Total Credit Hours Required for Completion of Degree</b>	<b>37.00</b>
Non-Technical Required Credit Hours	19.00
Technical Required Credit Hours	18.00