

ACCOUNTING
Diploma Program
Twelve Months / 940 Clock Hours / 70 Quarter Credits

This program is designed to prepare the student for entry-level accounting positions. Students will learn accounting concepts, policies, procedures, and financial statement preparation. General office skills are also provided.

The program is divided into four quarters during which time the student will complete the following subjects:

Course Number	Course Title	Quarter Credits
AC101	Principles of Accounting I ▪	4.0
AC102	Principles of Accounting II ▪	4.0
AC103	Payroll Records and Accounting ▪	3.0
AC104	Federal Income Tax Accounting ▪	3.0
AC105	Computerized Accounting ▪	3.0
AC202	Intermediate Accounting I ▪	4.0
BA101	Introduction to Business	5.0
BA103	Business Law I	5.0
CT101	Computer Fundamentals	4.0
CT105	Word Processing	3.0
CT106	Spreadsheets	3.0
CT206	Advanced Spreadsheets	3.0
EC101	English Composition	4.0
EC102	Communication	5.0
MA101	Business Mathematics	4.0
OT101	Keyboarding I	3.0
OT102	Keyboarding II	3.0
OT103	Records Management	3.0
PD100	Student Success	1.0
PD101	Professional Development I	1.0
PD102	Professional Development II	2.0

- Students must earn a grade of C- or better in order to graduate