

ACI2: Accounting Diploma (replaces AC02: Accounting in the Quarter System)

The Accounting diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

Career Opportunities

Graduates may find employment as bookkeepers or accounting clerks in the areas of accounts receivable or accounts payable.

Credit Required for Graduation: Minimum of 42 credit hours

Curriculum

	Program Course	Credits
<i>Basic Skills Courses</i>		
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1011 Business Mathematics	3
_____	-or- MATH 1012 Foundations of Mathematics	(3)
<i>Occupational Courses</i>		
_____	ACCT 1100 Financial Accounting I	4
_____	ACCT 1105 Financial Accounting II	4
_____	ACCT 1115 Computerized Accounting	3
_____	ACCT 1125 Individual Tax Accounting	3
_____	ACCT 1130 Payroll Accounting	3
_____	BUSN 1410 Spreadsheet Applications	4
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	COMP 1000 Introduction to Computers	3
<i>Occupational Electives (6 credits from the list below; at least 3 hours must be ACCT courses)</i>		
_____	ACCT 1110 Managerial Accounting	3
_____	ACCT 2110 Accounting Simulation	3
_____	ACCT 2115 Bookkeeper Certification Review	3
_____	ACCT 2120 Business Tax Accounting	3
_____	ACCT 2145 Personal Finance	3
_____	BUSN 1300 Introduction to Business	3
_____	MGMT 1100 Principles of Management	3