



Accounting Diploma (AC12)—42 Credit Hours

Program Description:

The Accounting diploma program 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.

Graduates may find employment as bookkeepers or accounting clerks in the areas of accounts receivable or accounts payable. Starting salaries are approximately \$37,000 per year.

Articulation Agreements:

<https://www.westgatech.edu/admissions/registrars-office/articulation-agreements/>

Contact:

Marschell Davidson, Program Director

706-756-4584

marschell.davidson@westgatech.edu

Website:

<https://www.westgatech.edu/program-explorer/business-accounting/accounting/>

Campus:

Courses may rotate among Online, Carroll, Coweta, Douglas, and LaGrange

Set the Track, Start the Track, Stay on Track

Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer

Students must earn a grade of C or higher in all prerequisite courses.

Students planning to pursue a Degree after Diploma completion should take ENGL 1101 and MATH 1111.

✓	Grade	Semester 1	S	CR	Notes & Milestones
		ACCT 1100 Financial Accounting I	ALL	4	Program Admission
		CISM 2201 Foundations of Computer Applications	ALL	3	
		ENGL 1010 Fundamentals of English I	ALL	3	Program Admission
		MATH 1012 Foundations of Mathematics	ALL	3	Program Admission
				13	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		ACCT 1105 Financial Accounting II	ALL	4	Prerequisite ACCT 1100
		ACCT 1115 Computerized Accounting	FA, SP	3	Prerequisite ACCT 1100, CISM 2201
		ACCT 1125 Individual Tax Accounting	FA, SP	3	
		ACCT 1130 Payroll Accounting	FA, SP	3	Prerequisite ACCT 1100
				13	Program Semester Hours
✓	Grade	Semester 3	S	CR	Notes & Milestones
		ACCT 1120 Spreadsheet Applications	ALL	4	Prerequisite CISM 2201
		ACCT XXXX Elective	ALL	3	See list of ACCT Course Descriptions
				7	Program Semester Hours

✓	Grade	Semester 4	S	CR	Notes & Milestones
		ACCT XXXX Elective	ALL	3	See list of ACCT Course Descriptions
		BUSN 1460 Keyboarding and Document Formatting	ALL	4	Prerequisite or Corequisite CISM 2201
		EMPL 1000 Interpersonal Relations and Professional Development	ALL	2	
				9	Program Semester Hours
Always check online https://www.westgatech.edu/ and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

Note: If a course is full or unavailable when you attempt to register, please select an available course, given you have satisfied the required prerequisite.

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Financial Aid by Program: <https://www.westgatech.edu/financial-aid/types-of-aid/>

As set forth in its student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Assistant Vice President of Student Affairs 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgtcHR@westgatech.edu.