

Students May Enroll To Take This Program Online Or Residentially

The objective of the Accounting Diploma program is to provide fundamental knowledge of accounting principles, methods, and procedures. The program is designed to prepare students for entry-level employment opportunities in bookkeeping and accounting. Graduates should be able to prepare and analyze financial reports.

CAREER OPPORTUNITIES

This program prepares students for employment opportunities in general accounting and bookkeeping, credit, payroll, and inventory control. Graduates have found employment as bookkeepers, payroll clerks, accounts payable/receivable clerks, receptionists-bookkeepers, general clerks, tellers, and others.

The goal of this program is to prepare graduates who are able to:

1. Record business transactions according to Generally Accepted Accounting Principles (GAAP)
2. Prepare and analyze financial statements
3. Calculate and maintain payroll records
4. Use accounting software to maintain accounting records and prepare financial statements

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
AC110	Accounting Principles I	4
AC120	Payroll Accounting	3
AC150	Accounting Principles II	4
AC160	Managerial Accounting	4
AC170	Accounting Systems	3
AC200	Intermediate Accounting I	4
AC250	Intermediate Accounting II	4
BS100	Business Mathematics	4
BS110	Business Communications	4
BS150	Business Writing	4
CS111	Computer Information Systems	3
CS131	MS Office Professional I	3
CS256	MS Office Professional II	3
KY100	Keyboarding I	3
PD250	Career Development	1
SS103	Global Citizenship	2
SS140	Interpersonal Relations	4
Total Program Minimum Credit Requirement		57

Notes:

Students may be required to complete Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based upon competency exam scores.