

## ACCOUNTING CERTIFICATE

The accounting certificate consists of 21 credit hours of selected courses from accounting, business, and information technology. The certificate is specifically intended for individuals wishing to update their skills after having been out of the workforce for several years, or for working adults wishing to change occupations. All coursework in the Accounting Certificate program will apply as full credit towards the Accounting Diploma program and the Associate of Applied Science in Accounting or the Associate of Arts Degree.

### Required Program of Study for Certificate (48 weeks)

Fall Semester I		Fall Semester II	
Course	Credits	Course	Credits
ACCT 1200 Principles of Accounting I* .....	3	ACCT 2260 Individual and Business Income Tax* .....	3
BSAD 1070 Business Math .....	3		3
INFO 1010 Fundamentals of Information Technology, <b>OR</b>		Total Credit Hours	21
INFO 1100 Microcomputer Applications, or			
OFFT 1500 Microsoft Office .....	3		
	9		
Spring Semester			
Course	Credits		
ACCT 1210 Principles of Accounting II* .....	3		
ACCT 2020 Accounting with QuickBooks* .....	2		
ACCT 2030 Payroll Accounting* .....	3		
BSAD 1005 Investing in Strengths .....	1		
	9		

*Note: Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to ACCT 1200 Principles of Accounting I.*

\*Must be taken in this semester or in this sequence.

## ACCOUNTING DIPLOMA

The accounting diploma consists of 33 credit hours of selected courses from accounting, business, wishing to focus on accounting and related course work and is intended primarily for adults who have previous successful work experience. All coursework in the Accounting Diploma program will apply as full credit towards Associate of Applied Science in Accounting or an Associate of Arts Degree.

### Required Program of Study for Diploma (48 weeks)

Fall Semester I		Fall Semester II	
Course	Credits	Course	Credits
ACCT 1200 Principles of Accounting I* .....	3	ACCT 2010 Spreadsheet Accounting* .....	3
ECON 2110 Principles of Macroeconomics or		ACCT 2260 Individual and Business Income Tax* .....	3
ECON 1040 Personal Finance .....	3	Approved Elective** .....	3
INFO 1010 Fundamentals of Information Technology,*			9
INFO 1100 Microcomputer Applications*, <b>OR</b>		Total Credit Hours	33
OFFT 1500 Microsoft Office* .....	3		
BSAD 1070 Business Math .....	3		
	12		
Spring Semester			
Course	Credits		
ACCT 1210 Principles of Accounting II* .....	3		
ACCT 2020 Accounting with QuickBooks* .....	2		
ACCT 2030 Payroll Accounting* .....	3		
BSAD 1005 Investing in Strengths .....	1		
BSAD 2050 Business Communications .....	3		
	12		

*Note: Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to ACCT 1200 Principles of Accounting I.*

\*Must be taken in this semester or in this sequence.

\*\*Approved electives: BSAD 1000 Human Relations and Ethics, BSAD 2140 Principles of Banking, BSAD 2160 Customer Service and Business Etiquette, BSAD 2240 Principles of Insurance, BSAD 2250 International Business, BSAD 2520 Principles of Marketing, BSAD 2540 Principles of Management, ECON 2120 Principles of Microeconomics, OFFT 2110 Excel Spreadsheet Applications, INFO 2110 Access Database Applications, or others as approved by advisor.