

ACCOUNTING AND FINANCE DIPLOMA (D25800)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Diploma graduates will have the skills necessary for entry-level accounting positions.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
ACC 120 Principles of Financial Accounting	3	2	4
ACC 129 Individual Income Taxes	2	2	3
BUS 115 Business Law I	3	0	3
CIS 110 Introduction to Computers	2	2	3
Total	10/11	6/8	14
SPRING SEMESTER			
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 149 Intro to ACC Spreadsheets	1	3	2
ACC 150 Accounting Software Applications	1	3	2
BUS 125 Personal Finance	3	0	3
*ENG 111 Writing and Inquiry	3	0	3
Total	11	8	14
SUMMER SEMESTER			
**Humanities/Fine Arts Elective	3	0	3
Total	3	0	3
FALL SEMESTER			
ACC 140 Payroll Accounting	1	3	2
ACC 215 Ethics in Accounting	3	0	3
Total	4	3	5
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA			36

*This course is a component of the general education requirements needed for graduation.

ACCOUNTING & FINANCE DIPLOMA REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3