

The accounting certificate option consists of 18 credit hours of selected courses from accounting, business, and information technology. The certificate option is specifically intended for individuals wishing to update their skills after having been out of the workforce for a number of years, or for working adults wishing to change occupations. All of the course work will apply to both the diploma and associate of applied science degree option.

Required Program of Study for Certificate of Completion

Course	Credits
ACCT 1200 Accounting I	3
ACCT 1210 Accounting II	3
ACCT 2020 Microcomputer Accounting	3
ACCT 2250 Income Tax for Individuals	3
BSAD 1070 Math and Machines	3
INFO 1010 Fundamentals of Information Technology	3
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The accounting diploma option consists of 33 credit hours of selected courses from accounting, business, information technology, administrative assistant, and economics. The diploma option is designed for individuals wishing to focus on accounting and related course work and is intended primarily for adults who have previous successful work experience. All of the credit hours apply to the associate of applied science degree option.

Required Program of Study for Diploma

Course	Credits
ACCT 1200 Accounting I	3
ACCT 1210 Accounting II	3
ACCT 2010 Spreadsheet Accounting	3
ACCT 2020 Microcomputer Accounting	3
ACCT 2200 Intermediate Accounting I	3
ACCT 2210 Intermediate Accounting II	3
ACCT 2250 Income Tax for Individuals	3
BSAD 1070 Math and Machines	3
BSAD 2050 Business Communications	3
ECON 2110 Principles of Macroeconomics	3
OFFT 1500 Microsoft Office	3
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