

Accounting Technician Diploma Courses

Award	Diploma
Credits	33
Program Start	Fall, Spring, Summer
Time to Complete	1 year

2024–2025 Suggested Sequence of Study

The following suggested sequence of study is for new full-time students starting the program Fall 2024, Spring 2025, or Summer 2025. Part-time students should visit with a program advisor for a modified sequence of study.

When registering for classes refer to Self-Service > Student Planning to view your specific program requirements, your progress, and ensure proper registration.

Courses are subject to change.

- ◆ General education course.
- ▣ Non-transfer general education course.
- ▶ Course has a prerequisite and/or corequisite.
- Course meets 100% online.
- E Course meets face-to-face after 5:00pm.

Term 1

ACC-115 Introduction to Accounting OR	○ 4 ◆
ACC-152 Financial Accounting ▶	○ 4 ◆
ACC-160 Payroll Accounting ▶	2
CSC-110 Introduction to Computers ▶ OR	○ 3 ◆
CSC-116 Information Computing ▶	○ 3 ◆
MAT-772 Applied Math OR	3
Math Elective	3
SDV-108 The College Experience	1
Accounting Technician Elective	3
Total Credits 16	

Term 2

ACC-116	Introduction to Accounting II ► OR	O	4	◆
ACC-156	Managerial Accounting ►	O	4	◆
ACC-310	Computer Accounting ►		2	
ACC-360	Accounting Spreadsheets ►		2	
ENG-105	Composition I ► OR		3	▣
COM-781	Written Communication in the Workplace ►		3	▣
SPC-101	Fundamentals of Oral Communication		3	
	Accounting Technician Elective		3	
			Total Credits 17	

Accounting Technician Electives

BUS-102	Introduction to Business		3	
BUS-180	Business Ethics		3	
BUS-183	Business Law		3	
BUS-210	Business Statistics ►		3	
ECN-120	Principles of Macroeconomics ►		3	
ECN-130	Principles of Microeconomics ►		3	
FIN-121	Personal Finance		3	
MGT-101	Principles of Management		3	
MGT-110	Small Business Management		3	

Math Electives

MAT-110	Math for Liberal Arts ►		3	
MAT-121	College Algebra ►		4	
MAT-128	Precalculus ►		4	
MAT-134	Trigonometry and Analytic Geometry ►		3	
MAT-156	Statistics ►		3	
MAT-210	Calculus I ►		4	
MAT-216	Calculus II ►		4	
MAT-219	Calculus III ►		4	