

## ***Accounting***

These programs are short certificates of credit that are embedded within the Accounting Degree and Diploma programs. If you are interested in receiving one of these certificates, enroll in the Accounting Diploma or Degree, and you will be able to complete any of these certificates once you've finished the required courses for each.

	<b>Credit Hours</b>
<b>1. <u>Computerized Accounting Specialist</u></b>	
<b>(Embedded in Degree and Diploma)</b>	
COMP 1000 – Introduction to Computers	3
ACCT 1100 – Financial Accounting I	4
ACCT 1105 – Financial Accounting II	4
ACCT 1115 – Computerized Accounting	3
ACCT 1120 – Spreadsheet Applications	4
ACCT 2000 - Managerial Accounting	3
<b>TOTAL HOURS:</b>	<b>14</b>
<b>2. <u>Office Accounting Specialist</u></b>	
<b>(Embedded in Degree and Diploma)</b>	
ACCT 1100 – Financial Accounting I	4
COMP 1000 – Introduction to Computers	3
ACCT 1105 – Financial Accounting II	4
ACCT 1115 – Computerized Accounting	3
<b>TOTAL HOURS:</b>	<b>14</b>
<b>3. <u>Payroll Accounting Specialist</u></b>	
<b>(Embedded in Degree and Diploma)</b>	
COMP 1000 – Introduction to Computers	3
ACCT 1100 – Financial Accounting I	4
ACCT 1105 – Financial Accounting II	4
ACCT 1115 – Computerized Accounting	3
ACCT 1130 – Payroll Accounting	3
<b>TOTAL HOURS:</b>	<b>14</b>
<b>4. <u>Tax Preparation Specialist</u></b>	
<b>(Embedded in Degree and Diploma)</b>	
COMP 1000 – Introduction to Computers	3
ACCT 1100 – Financial Accounting I	4
ACCT 1125 – Individual Tax Accounting	3
ACCT 2120 – Business Tax Accounting	3
ACCT 1105 – Financial Accounting II	3
<b>TOTAL HOURS:</b>	<b>16</b>