

**ACCOUNTING AND FINANCE
DIPLOMA**

Day

PROGRAM PLANNING GUIDE

Course Number	Course Title	Class	Hours Per Week		Credits
			Lab	Work	
<u>FIRST SEMESTER</u>					
ACC 120	Prin of Financial Acct	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	3	0	0	3
<u>SECOND SEMESTER</u>					
ACC 121	Prin of Managerial Acct	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 149	Intro to Acc Spreadsheets	1	3	0	2
ENG 111	Writing and Inquiry	3	0	0	3
<u>THIRD SEMESTER</u>					
ACC 140	Payroll Accounting	1	3	0	2
ACC 150	Acct Software Appl	1	3	0	2
ENG 114	Professional Research & Reporting	3	0	0	3
—	*Major Elective	-	-	-	4
<i>(Choose a minimum of 4 credit hours from the Electives List)</i>					
<u>*Electives List (Choose a minimum of 4 credit hours)</u>					
ACC 130	Business Income Taxes	2	2	0	3
ACC 132	NC Business Taxes	1	3	0	2
ACC 152	Advd Software Appl	1	3	0	2
ACC 215	Ethics in Accounting	3	0	0	3
ACC 240	Gov. & Not-for-Profit Acct	3	0	0	3
ACC 268	Info Sys & Intrl Ctrl	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 112	Work-Based Learning I	0	0	20	2
WBL 121	Work-Based Learning II	0	0	10	1

TOTAL COMPLETION REQUIREMENTS 36 SEMESTER HOURS CREDIT

The Accounting Diploma provides students with a basic accounting skill set and overall knowledge enhanced by selected accounting electives and a potential cooperative education experience. After the Accounting Diploma program is started, a student may elect to pursue an A. A. S. Degree in Accounting or after the Accounting Diploma is awarded, a student may return to Wake tech to earn an A. A. S. Degree in Accounting. The curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the accounting profession. Diploma graduates should be able to pursue a variety of entry-level accounting positions in private industry, accounting firms, and government agencies. In order to complete the diploma program in three semesters, the program must begin in the fall semester.

