



Accounting Diploma (AC12)- 42 Credit Hours

Program Description:

The Accounting diploma program prepares students for a variety of entry-level positions in accounting in today’s technology-driven workplaces. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. Graduates may find employment as bookkeepers or accounting clerks in the areas of accounts receivable or accounts payable. Courses available at Carrollton, Coweta, Lagrange and online. Starting salaries are approximately \$37,000 per year.

Contact:

Marschell Davidson, Accounting Program Chair
 706-756-4584
 marschell.davidson@westgatech.edu

Website:

<https://www.westgatech.edu/program-explorer/business-healthcare-management/accounting/>

Pre-Diploma Requirements						
Program Specific						
<ul style="list-style-type: none"> Learner Supplies- Basic calculator, Access to a computer with Internet Connection: 3 Mbps or higher, Adobe Reader 11.0 or higher, Windows PC: Windows 10, Intel Core i5 or comparable processor (2015 or newer) with at least 4 GB of RAM. Mac: OS X “Panther” 10.13 or newer GPA 2.0 or higher 						
Set the Track, Start the Track, Stay on Track						
<p><i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i></p> <p><i>Prerequisite courses must be completed with a letter grade of C or better</i></p> <p><i>Students planning to pursue a Degree after Diploma completion should take ENG 1101 and MATH 1111 (must be eligible)</i></p>						
✓	Grade	Semester 1	S	CR	Notes & Milestones	
		ENGL 1010 Fundamentals of English I	ALL	3	Program Admission	
		MATH 1012 Foundations of Mathematics -OR- MATH 1011 Business Math	ALL	3	Program Admission	
		ACCT 1100 Financial Accounting I	ALL	4	Program Admission	
		CISM 2201 Foundations of Computer Applications	ALL	3		
				13	Program Semester Hours – Meet with your advisor	
✓	Grade	Semester 2	S	CR	Notes & Milestones	
		ACCT 1105 Financial Accounting II	ALL	4	Prerequisite: ACCT 1100	
		ACCT 1115 Computerized Accounting	FA, SP	3	Prerequisite: ACCT 1100 and CISM 2201	
		ACCT 1125 Individual Tax Accounting	FA, SP	3		
		ACCT 1130 Payroll Accounting	FA, SP	3	Prerequisite: ACCT 1100	
				13	Program Semester Hours – Meet with your advisor	

✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 1410 Spreadsheet Concepts and Applications	ALL	4	Prerequisite: CISM 2201
		BUSN 1440 Document Production	FA, SP	4	Prerequisite: BUSN 1100 or the ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors (see Enrollment Center for testing); CISM 2201. Corequisite: CISM 2201
		EMPL 1000 Interpersonal Relations and Professional Development	ALL	2	
Choose TWO Occupational Electives below:					
		ACCT 2000 Managerial Accounting (or choose another Occupational Elective)	FA, SP	3	Prerequisite: ACCT 1105
		ACCT 2110 Accounting Simulation	FA, SP	3	Prerequisite: ACCT 1105, ACCT 1115 and BUSN 1410
		ACCT 2115 Bookkeeper Certification Review (elective)		3	Faculty Approval ACCT 1105 and ACCT 1130 recommended
		ACCT 2120 Business Tax Accounting	SP, SU	3	Faculty recommends ACCT 1125 before taking ACCT 2120
		ACCT 2140 Legal Environment of Business	FA, SP	3	Program Admission
		ACCT 2145 Personal Finance	FA, SP	3	
				16	Program Semester Hours
Always check online https://www.westgatech.edu/ and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) Coordinator, Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) Coordinator for Students: Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182