



# DAVIS COLLEGE

4747 Monroe Street  
Toledo, OH 43623

419.473.2700  
800.477.7021

## Accounting Diploma

The Accounting program prepares the student for a variety of accounting positions in business and industry. Accounts receivable/payable clerks, payroll clerks, bookkeepers, and junior accountants are a few examples.

A combined score of 116 or higher in the Reading and Math portions of the CPAT is required for admission into this program.

Upon completion of the Diploma in Accounting, the Davis College graduate will be prepared to:

- Apply generally accepted accounting principles to process and communicate financial information about a business entity.
- Identify, prepare, compare, and use financial statements.
- Use accounting software to maintain accounting records and prepare financial statements.
- Set up and solve business and accounting problems using a spreadsheet program and tax preparation software.

## Accounting Diploma Program Outline

Course No.	Course Title	Cr. Hrs.
ACC101	Accounting Principles I	4
ACC102	Accounting Principles II	4
ACC109	Accounting Software Review	3
ACC111	Payroll Accounting	3
ACC135	Federal Income Tax	4
CAS122	Spreadsheet Applications	3
CIS130	Data Management and Reporting	3
MGT102	Introduction to Business	5
MGT105	Business Law	4
MGT110	Personal Finance	3
OAM223	Business Communications	4
CAS/CIS/WPR	Computer Elective	3
COM121	Composition I	5
IDS110	Forum on Technology and Resources	5
<b>Total Program Credit Hours</b>		<b>53</b>