

security electronics, security and intrusion detection software, troubleshooting, administrative responsibilities, and other security tools.

Graduates should qualify for positions such as: LAN/PC security technician, security control operator, and network security technician. Graduates may also be prepared to sit for certification exams that can result in industry-recognized credentials. Credits earned in this certificate program will transfer into the Associate in Applied Science Degree in Network Technology. Students must meet the higher entrance requirements.

Program Length: 2 semesters (Evening), 4 semesters (Day)

Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Security.

Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Network Security Certificate

1. Major Requirements (9 SHC)		C-L-SHC
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
CTI 120	Network & SEC Foundation	2-2-3

2. Other Major Requirements (6 SHC)

NET 225	Routing and Switching I	1-4-3
SEC 160	Security Fundamentals I	2-2-3

Total Semester Credit Hours Required for Graduation: 15

Accounting & Finance

Accounting & Finance

Credential: Associate in Applied Science Degree in Accounting & Finance

A25800

The Accounting & Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to coursework in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of Communication, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Accounting & Finance

Program Sites: Lee Main Campus - Day Program, Selected Evening; Distance Education

Course Requirements for Accounting Degree

1. General Education Requirements (15 SHC) C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (31 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 140	Payroll Accounting	1-3-2
ACC 149	Intro to ACC Spreadsheets	1-3-2
ACC 129	Individual Income Taxes	2-2-3
ACC 220	Intermediate Accounting I	3-2-4
BUS 115	Business Law I	3-0-3

BUS 125	Personal Finance	3-0-3
CIS 110	Introduction to Computers	2-2-3
Economics Requirement—Take one course (3 SHC)		
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

3. Other Major Requirements (21 SHC)

ACC 122	Principles of Financial Accounting II	3-0-3
ACC 130	Business Income Taxes	2-2-3
ACC 150	Accounting Software Applications	1-3-2
ACC 221	Intermediate Accounting II	3-2-4
ACC 227	Practices in Accounting	3-0-3
BUS 110	Introduction to Business	3-0-3
BUS 225	Business Finance	2-2-3

4. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-1
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Total Semester Hours Credit Required: 68

Accounting & Finance

Credential: Diploma in Accounting & Finance D25800

The Accounting & Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to coursework in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communication, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Career Pathway Options: Associate in Applied Science Degree in Accounting & Finance

Program Length: 3 semesters

Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Accounting Diploma

1. General Education Requirements (6 SHC) C-L-SHC		
ENG 111	Writing and Inquiry	3-0-3
Mathematics, Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (23 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 129	Individual Income Tax	2-2-3
BUS 115	Business Law I	3-0-3
BUS 125	Personal Finance	3-0-3
CIS 110	Introduction to Computers	2-2-3

Economics Requirement—Take 3 SHC

ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

3. Other Major Requirements (8 SHC)

ACC 122	Principles of Financial Accounting II	3-0-3
BUS 110	Introduction to Business	3-0-3
Take 2 credits from:		
ACC 140	Payroll Accounting	1-3-2
ACC 150	Accounting Software Appl	1-3-2

III. Other Requirements (1 SHC)

ACA 122	College Transfer Success	0-2-1
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Total Semester Hours Credit Required: 38

Accounting & Finance

Credential: Income Tax Preparer Certificate C25800T0

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of income tax preparation. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting & Finance provided the student meets the entrance requirements for the Accounting program.

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Accounting & Finance, Diploma in Accounting & Finance (Higher entrance standards required), Payroll Accounting Certificate, Small Business Financial Advisor Certificate I and II.

Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Income Tax Preparer Certificate

1. Major Requirements (10 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
BUS 125	Personal Finance	3-0-3

2. Other Major Requirements (6 SHC)

ACC 122	Prin of Financial Acct II	3-0-3
ACC 130	Business Income Taxes	2-2-3

Total Semester Hours Credit Required for Graduation: 16

Accounting & Finance

Credential: Payroll Accounting Certificate C25800P0

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of payroll accounting. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting & Finance, provided the student meets the entrance requirements for the Accounting program.

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Accounting & Finance, Diploma in Accounting & Finance (Higher entrance standards required), Income Tax Preparer Certificate, Small Business Financial Advisor Certificate I and II.

Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Payroll Accounting Certificate

1. Major Requirements (15 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-3-2
BUS 125	Personal Finance	3-0-3
CIS 110	Introduction to Computers	2-2-3

2. Other Requirements (2 SHC)

ACC 150	Accounting Software Applications	1-3-2
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Total Semester Hours Credit Required: 17

Accounting & Finance

Credential: Small Business Financial Advisor Certificate C25800

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of small business financial management. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting, provided the student meets the entrance requirements for the Accounting program.

Entrance Standards: See General Admission Standards in catalog

Academic Standards: See General Academic Standards in catalog

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Accounting, Diploma in Accounting (Higher entrance standards required), Income Tax Preparer Certificate, Payroll Accounting Certificate, Small Business Financial Advisor Certificate II.

Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Small Business Financial Advisor Certificate

1. Major Requirements (13 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 140	Payroll Accounting	1-3-2
BUS 125	Personal Finance	3-0-3

2. Other Major Requirements (2 SHC)

ACC 150	Accounting Software Applications	1-3-2
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Total Semester Hours Credit Required: 15