

ACCOUNTING MANAGEMENT (0401)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment as bookkeepers, accounting clerks, junior accountants, and assistant accountants. The program prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports. In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

For additional information call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
+	ACG	2071	Principles of Managerial Accounting	3
+	APA	2502	Payroll Tax Accounting.....	3
	CGS	1100	Microcomputer Applications Software	3
+	CGS	1515	Spreadsheet Concepts for Business	3
3				
+	CGS	2104	Computer Accounting Applications	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	OST	2335	Business Communications.....	3
REQUIRED TOTAL CREDIT HOURS				28

+Prerequisite course required. See course descriptions in catalog.