

# 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
+ 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.