

Accounting Technology Operations (0402)

COLLEGE CREDIT CERTIFICATE

This program is designed to prepare students for entry level employment in positions such as bookkeeping, accounting, auditing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

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 Accounting4
CGS 1100	Microcomputer Applications Software3
+ CGS 1515	Spreadsheet Concepts for Business3
FIN 1100	Personal Finance3
GEB 1011	Introduction to Business3
OST 2335	Business Communications3

REQUIRED TOTAL CREDIT HOURS19

+Prerequisite course required. See course descriptions in catalog.

Accounting Technology Specialist (0403)

COLLEGE CREDIT CERTIFICATE

This program is designed to prepare students for entry level employment in positions such as billing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills. 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 Accounting4
CGS 1100	Microcomputer Applications Software3
GEB 1011	Introduction to Business3
OST 2335	Business Communications3

REQUIRED TOTAL CREDIT HOURS13

+Prerequisite course required. See course descriptions in catalog.