

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 Accounting	4
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	FIN	1100	Personal Finance.....	3
	GEB	1011	Introduction to Business.....	3
	OST	2335	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS 19

+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 Accounting	4
	CGS	1100	Microcomputer Applications Software.....	3
	GEB	1011	Introduction to Business.....	3
	OST	2335	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS 13

+Prerequisite course required. See course descriptions in catalog.