

# ACCOUNTING TECHNOLOGY 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.*

**If you need additional information after seeing an advisor, please send an email to [BCCInfo@SJRstate.edu](mailto:BCCInfo@SJRstate.edu).**

## **CERTIFICATE SPECIFIC COURSES:**

|       |          |   |   |
|-------|----------|---|---|
| + ACG | 2021C    | Principles of Financial Accounting .....  | 3 |
| + ACG | 2071     | Principles of Managerial 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 |
| + GEB | 2214     | Business Communications .....             | 3 |
|       | TAX 2002 | Small Business and Individual Taxes.....  | 3 |

**REQUIRED TOTAL CREDIT HOURS** **27**

+Prerequisite course required. See course descriptions in catalog.

Gainful employment information regarding the cost, careers, completion and placement rates associated with this program may be found at [SJRstate.edu/geprograms.html](http://SJRstate.edu/geprograms.html).

