

# 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.

**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	2104	Computer Accounting Applications .....	3
	GEB	1011	Introduction to Business.....	3
+	GEB	2214	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS ..... 18

+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/geprogrms.html](http://SJRstate.edu/geprogrms.html).

# 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.

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## CERTIFICATE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting .....	3
	CGS	1100	Microcomputer Applications Software.....	3
	GEB	1011	Introduction to Business.....	3
+	GEB	2214	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS ..... 12

+Prerequisite course required. See course descriptions in catalog.