

## 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.

## 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.