

# 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, visit our website at [SJRstate.edu/business](http://SJRstate.edu/business) or 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
+ ACG	2450	Computer Accounting Applications .....	3
	GEB 1011	Introduction to Business.....	3
+ GEB	2214	Business Communications .....	3

**REQUIRED TOTAL CREDIT HOURS** **18**

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.

PROGRAMS OF STUDY  
BUSINESS

# 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**

+ Qualifying placement score or prerequisite course may be required. See course descriptions in catalog.