

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 BCInfo@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**

+Prerequisite course required. See course descriptions in catalog.

PROGRAMS OF STUDY

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.

If you need additional information after seeing an advisor, please send an email to BCInfo@SJRstate.edu.

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.

BUSINESS