

FINANCIAL ASSISTANT CLERK - CERTIFICATE

Offered at: Big Sandy Community and Technical College, Elizabethtown Community and Technical College, Maysville Community and Technical College

Program Plan Number: 5204023129

May be available completely online. Please check with your academic advisor.

Course	Title	Credits
OST 105	Introduction to Information Systems	3
ACT 101 or ACC 201	Fundamentals of Accounting I Financial Accounting	3
OST 108 or ENG 101	Editing Skills for Office Professionals Writing I	3
OST 110	Word Processing Applications	3
OST 160	Records and Database Management	3
Select one of the following four options below:		3
ACT 196	Payroll Accounting	
MAT 105	Business Mathematics	
OST 213	Business Calculations for The Office Professional	
Higher Level Quantitative Reasoning Course		
Total Credits		18