

FINANCIAL ASSISTANT CLERK - CERTIFICATE

Offered at: Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Hopkinsville Community College, Jefferson Community and Technical College, Maysville Community and Technical College, Owensboro Community and Technical College

Program Plan Number: 5204023129

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

Curriculum Effective Spring Semester

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